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ABSTRACT

The Regents External Degrees program to earn a degree without attending college, and the College Proficiency Examinations to validate knowledge gained outside of the formal college classroom are described. The programs are administered by the University of the State of New York, which has no campus or courses, but accepts credits from accredited institutions of higher education. Associate degrees in Arts and Sciences and Nursing; bachelors degrees in Arts and Sciences, and bachelors degrees in science for nursing and business are offered. The procedures for earning credit and a degree, the use of credit for two degrees on academic appeals procedure, and financial and candidate counseling information are presented. Information about teacher preparation and job qualification, preparation for the examinations, administering procedures, and content descriptions are provided. Requirements for a High School Equivalency Diploma and the Regents Credit Bank which evaluates college-level work within Regents academic standards are discussed. (CM)

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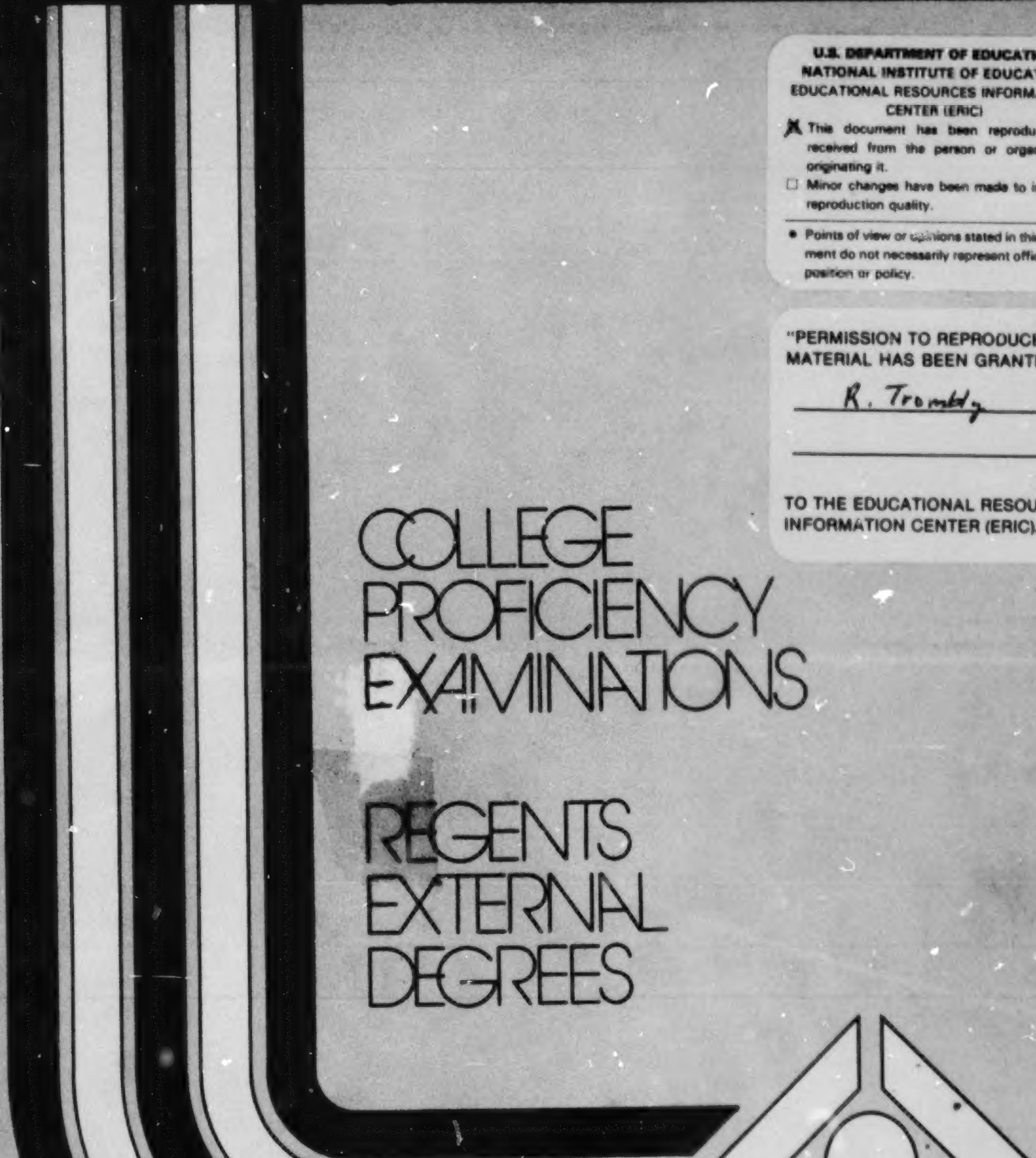
COLLEGE PROFICIENCY EXAMINATIONS

REGENTS EXTERNAL DEGREES



THE UNIVERSITY OF THE STATE OF NEW YORK

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President of The University and Commissioner of Education
Gordon M. Ambach

Executive Deputy Commissioner of Education
Robert J. Maurer

Regents External Degrees
The University of the State of
New York
Cultural Education Center
Albany, New York 12230

College Proficiency Examination
Program
State Education Department
Cultural Education Center
Albany, New York 12230

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REGENTS EXTERNAL DEGREES

COLLEGE PROFICIENCY EXAMINATIONS

The University of the State of New York
Albany, New York
1980
Reprinted 1982

HOW TO USE THIS CATALOG

This catalog is designed to provide information on both the Regents External Degree and the College Proficiency Examination Programs. Since you may be interested in only one of these programs, it may not be necessary for you to read the entire catalog. The following suggestions should serve as a guide to those sections that will assist you most:

1. Read through the Table of Contents for an overview of the information contained in the catalog.

2. If you are primarily interested in obtaining an external degree. . .

   a. First read the "Introduction" and "General Information" sections in "Part I - Regents External Degrees." These sections provide important information which applies to all Regents External Degrees.
   b. Turn to the "Degree Programs" section, which contains a detailed description of each of the Regents External Degrees. The degree program descriptions are organized by levels of degrees; i.e., associate degrees and baccalaureate degrees in the following order: Associate in Arts, Associate in Science, Associate in Science (nursing), Associate in Applied Science (nursing), Bachelor of Arts, Bachelor of Science, Bachelor of Science (nursing), Bachelor of Science (business). Read the requirements for the degree program in which you are interested, as well as the listing of possible courses and examinations which can be applied toward satisfying the requirements for that degree.
   c. If you plan to satisfy degree requirements by means of Regents External Degree or College Proficiency Examination Program tests, see number 3 below.

3. If you are primarily interested in taking proficiency examinations . . .

   a. Read "Part III - The New York College Proficiency Examinations and the Regents External Degree Examinations."
   b. Turn to "Part IV - Examination Descriptions" and read the content descriptions of those examinations in which you are interested.

4. If you are not interested in enrolling in a Regents External Degree at this time, but want an evaluation and consolidation of your education records, read "Part II - The Regents Credit Bank." You should also read the "Ways of Earning Credit" section in Part I, since this section also applies to the credit bank.

5. Review the Table of Contents to see if there are any other sections that may be of interest to you, and read accordingly.

Foreword

Since 1971, the Board of Regents has provided an increasingly important educational service to the citizens of this State and of the Nation—Regents External Degrees. This program, under the guidance of faculty and administrators from New York's public and independent colleges and universities, offers accredited college degrees on two and four year levels in the liberal arts, nursing and business. Adults from all walks of life—from business, the professions, the armed services, homemakers, and inmates of correctional facilities—use this program to earn college credentials. More than 11,000 people have already graduated, and over 20,000 others are now actively working toward a degree. Half of the graduates go on to further higher education at colleges and universities across the country.

Our society is becoming ever more complex; participation in business and industry, the arts, government and the professions requires greater competence and sophisticated knowledge. A college credential is widely regarded as proof of such competence. Adult learners must have the chance to demonstrate their knowledge and attain the rewards accorded those who complete a collegiate program successfully. Regents External Degrees are a means to such attainment for those who study, in whole or in part, on their own. The Program serves students who cannot afford the time and money to return to full-time study on a conventional college campus. It also encourages part-time attendance at traditional institutions of higher education.

The Regents External Degree Program is based on New York's College Proficiency Examination Program which, since 1963, has provided a means to earn college credit for knowledge obtained through independent study, on-the-job training, or in other ways. More than sixty proficiency examinations are administered at regular intervals in New York and across the Nation.

The Regents External Degree and College Proficiency Examination Programs make use of all the learning resources of The University of the State of New York. These Programs recognize that what a person knows is more important than how or where it was learned. Acceptance of this concept by the academic community is now well established.

More than 400 faculty members and administrators from New York's institutions of higher learning set degree requirements and evaluate student performance. The faculty and their colleagues in other educational institutions such as libraries, Boards of Cooperative Educational Services, and hospital schools of nursing, assist enrollees in understanding requirements and in completing their programs of study.

I invite your interest and advice, as we attempt to improve the program further and to expand these services in partnership with college faculty, leaders in business and the professions and all those engaged in the education and betterment of our citizens.

Gordon M. Ambach
President of The University of the State of
New York and Commissioner of Education

THE UNIVERSITY OF THE STATE OF NEW YORK

The University of the State of New York, established by the New York State Legislature in 1784, is the oldest statewide educational agency in the United States. Presided over by the Board of Regents and administered by the Commissioner of Education who serves as its president, The University of the State of New York includes all public and independent colleges and universities, elementary and secondary schools, libraries, museums, historical societies, and other educational agencies in the State. The University offers no classroom instructional programs on its own behalf, and has no faculty, students, or campus of its own; yet students of every age and all educators are integral parts of The University, and the entire State is its campus. The most unified and comprehensive educational system in America, The University of the State of New York is designed to marshal the vast resources of the State and use them wisely and economically to enlarge and improve educational, professional, and cultural opportunities.

The Board of Regents of The University of the State of New York determines the State's educational policies, establishes standards for maintaining quality in the schools, incorporates colleges and universities, approves and supervises academic programs leading to college degrees, licenses and establishes standards for most professions and confers diplomas and degrees. Because of its extensive experience in the evaluation of colleges and their curriculums, the Board of Regents is recognized as a national accrediting agency by the United States Office of Education.

The Regents have a central role in education in New York State and, under their supervision and leadership, major steps have been taken to expand postsecondary educational opportunity. In a society which increasingly demands academic credentials as proof of competency, the Regents recognize that methods must be developed to acknowledge the accomplishments of those who have acquired college-level knowledge and skills by means other than traditional classroom study.

1784

STATEMENTS ON NON-DISCRIMINATION

The programs, specifications, fees, and requirements described in this publication are subject to such change as the Regents External Degree and College Proficiency Examination faculty committees and Program Office deem necessary. The Regents External Degree Program operates in strict conformance with the guidelines for safeguarding the interests of persons taking part in postsecondary education in New York State issued by the Deputy Commissioner for Higher and Professional Education. The Program also operates in strict conformance with federal guidelines for higher education institutions as issued by the U.S. Commissioner of Education. Those who have questions about the information which follows should write or call:

Office of Independent Study
Programs Development
Cultural Education Center—Room 5D45
Albany, NY 12230
Phone: (518) 474-3703

Title IX and Section 504

It is the policy of The University of the State of New York and the Regents External Degree Program not to discriminate on the basis of sex or handicapping condition in the educational programs or activities which they operate. Furthermore, The University of the State of New York and the Regents External Degree Program are required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively, not to discriminate in such a manner. Inquiries concerning this policy may be referred to the following official:

Mr. Philip Sperry
Employee Relations Officer
(Compliance Officer for Title IX and Section 504)
State Education Building
Albany, NY 12234

Family Education Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act of 1974 was designed to ensure that educational records would be open to inspection and correction, and that recorded information would not be made available to individuals outside the school without consent.

The Regents External Degree and New York College Proficiency Examination Programs comply fully with the terms outlined in this Act. A compliance policy statement is available to all candidates upon written request from the Regents External Degree Registrar.

Higher Education General Information Survey (HEGIS) Coding of Regents External Degree Programs

As required by Section 607 of the New York State Education Law, following is a list, by the United States Office of Education's Higher Education General Information Survey (HEGIS) code, of specific degree programs offered by the USNY Regents External Degree Program. "HEGIS" indicates the Higher Education General Information Survey code, based on the Taxonomy of Instructional Programs in Higher Education (U.S. Office of Education), under which a program is registered by the New York State Education Department. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

HEGIS CODE	SUPPLEMENTAL CODE	PROGRAM NAME	LICENSE	TYPE OF AWARD	
				Assoc.	Bach.
0501		General Business			BS
0502		Accounting	X		BS
0504		Finance			BS
0506		Operations Management			BS
0509		Marketing			BS
0515		Management of Human Resources			BS
1203	59	Undergraduate Nursing	X		BS
4901		Liberal Arts		AS	BS
4901		Liberal Arts		AA	
4901		Individual Studies			BS
4901		Individual Studies			BA
5208	59	Undergraduate Nursing	X	AS	
5208	59	Undergraduate Nursing	X	AAS	

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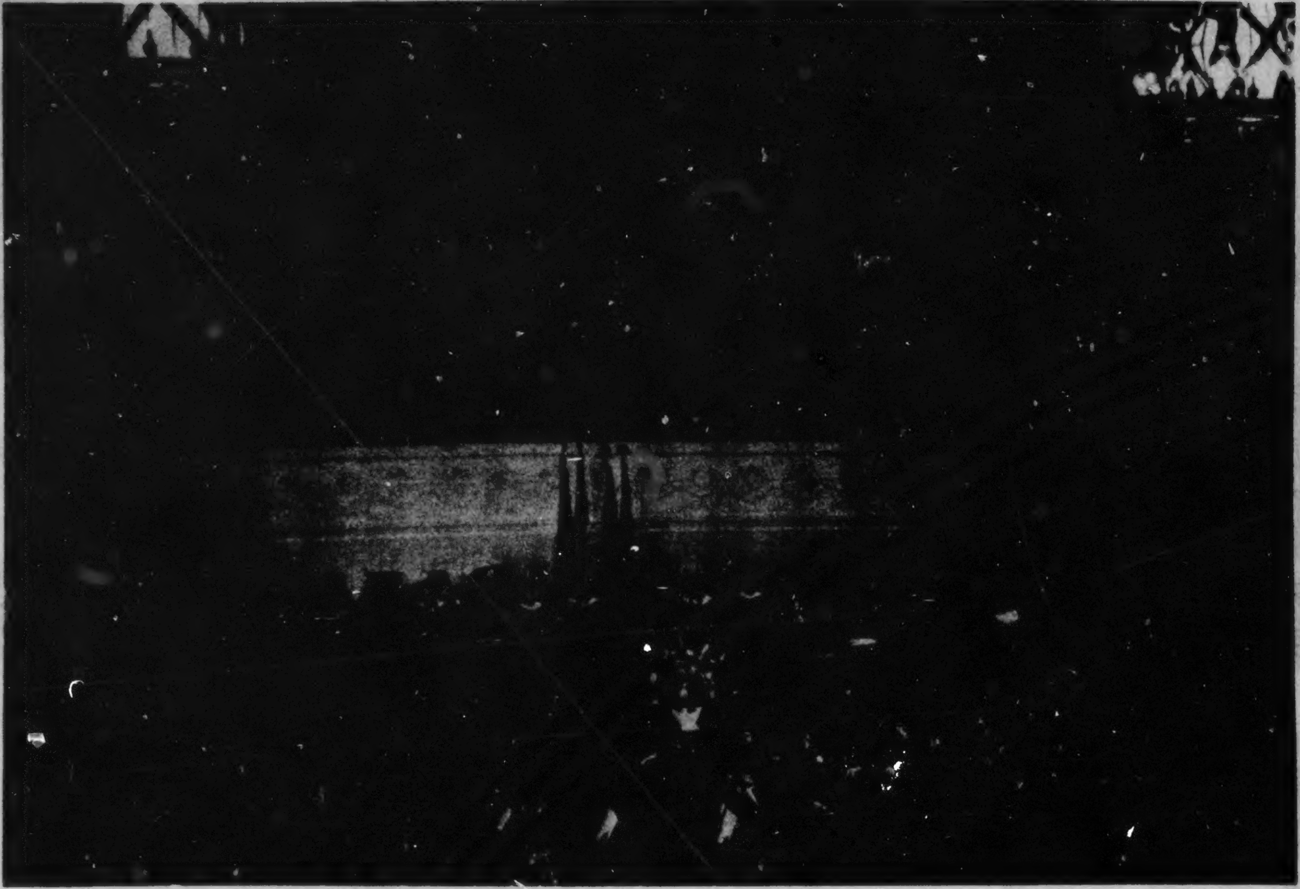

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PART I: REGENTS EXTERNAL DEGREES

Introduction

The Regents External Degree was proposed in September, 1970. The Board of Regents of The University of the State of New York endorsed the proposal and created the Regents External Degree Program to enable independent students with college-level knowledge to earn a degree without attending college. This expanded educational opportunity marked a new departure for the Regents and The University.

The Regents External Degree is a truly "external" degree; it is awarded by a university which evaluates a student it has not directly taught. The University of the State of New York has no campus, resident faculty, or students in the traditional sense. It publishes its requirements and awards a degree to anyone who can meet them. There are no requirements of residence, or age, and methods of preparation are not prescribed. Degree requirements can be satisfied in several ways. No classroom attendance is required and no classroom instruction is provided.

Building upon the principles and experiences of the College Proficiency Examination Program, outstanding faculty and administrators from public and independent higher education institutions and business and civic leaders work with program staff to establish Regents External Degree requirements. They determine how these requirements can be met and, where necessary, develop examinations which can be used to satisfy degree requirements. Generous support has been received from the Carnegie Corporation, the Ford Foundation, the Kellogg Foundation and the federal government to develop Regents External Degrees. The Regents External Degree Program is not funded by the State of New York. Since 1971 enrollment has been opened in degree programs leading to an Associate in Arts, Associate in Science, Associate in Science (nursing), Associate in Applied Science (nursing), Bachelor of Arts, Bachelor of Science, Bachelor of Science (nursing), and Bachelor of Science (business).

Many people enrolled in the Regents External Degree Program reside outside New York State or on military bases throughout the world. In order to meet their needs and to provide assessment instruments and placement tests for out-of-state colleges and universities, most Regents External Degree and College Proficiency Examinations are administered outside New York under the auspices of the American College Testing Program (ACT). In this regard, they are known as American College Testing Program Proficiency Examination Program (ACT PEP) tests. ACT is a national non-profit educational agency providing testing and other assessment-related services.

Many types of educational activities are encouraged and may be used to satisfy Regents External Degree requirements. Among these are college courses taken for degree credit at regionally accredited institutions either on campus or through correspondence, proficiency examinations, study under the auspices of the Defense Activity for Non-Traditional Education Support (DANTES), and military service school courses. Requirements can also be met through certain noncollegiate study programs offered by police and civil service agencies or business and industry, by Federal Aviation Administration Airman Certificates, and through Special Assessment of college-level knowledge gained by experience. In Special Assessment, oral, written, or performance examinations are used by the Regents External Degree Program to assess college-level knowledge gained through on-the-job experience or to assess literary, artistic, or musical skills, as well as other academic areas where existing proficiency tests are not appropriate.

Candidates for Regents External Degrees are reviewed by the particular faculty committee which oversees the degree program in which candidates are enrolled; those who have met the requirements are recommended to the Board of Regents for conferral of a degree from The University of the State of New York.

In this catalog, information on Regents External Degrees is divided into two categories: (1) General Information and (2) Degree Programs and Requirements. The General Information section contains those items of information which apply to all Regents External Degree programs of study. Included are statements on enrollment procedures, fees, and the grading system; testing agencies, collegiate institutions, and military programs through which credit may be earned for a Regents External Degree are also noted. In addition, a step-by-step outline of how to proceed through a degree program is provided. The General Information section describes the different ways by which Regents External Degree credit can be earned.

The Degree Programs and Requirements section contains a detailed description of each of the available Regents External Degrees. The requirements for each degree and the means of satisfying the requirements are included. Listings of types of courses and approved examinations which can be applied toward all degrees can also be found in this section.

The information contained in the General Information section should be reviewed along with the material related to the particular degree program(s) in which the candidate may be interested. Candidates should use this information as a guide to understanding the Regents External Degree concept, and as a reference for purposes of completing a Regents External Degree program of study.

GENERAL INFORMATION

SUMMARY OF DEGREES OFFERED

Since 1971, more than 11,000 people have earned Regents External Degrees, and over 20,000 others are working toward that goal. The Regents offer eight external degrees, four on the associate level and four on the baccalaureate level:

Associate in Arts
Associate in Science
Associate in Science (nursing)
Associate in Applied Science (nursing)
Bachelor of Arts
Bachelor of Science
Bachelor of Science (nursing)
Bachelor of Science (business)

Brief descriptions of each degree follow. More detailed information on each of these offerings appears in the "Degree Programs" section following the "General Information" section of this catalog. NO ONE SHOULD ENROLL IN A REGENTS EXTERNAL DEGREE PROGRAM WITHOUT READING AND UNDERSTANDING THE COMPLETE DEGREE REQUIREMENTS. All Regents External Degrees can be earned entirely by examinations, although college course work and other education experiences may be used to meet most degree requirements.

THE ASSOCIATE DEGREES IN ARTS AND SCIENCES

The associate degrees in arts and sciences are comparable in their content to the liberal arts degrees offered at two-year or community colleges. The associate degrees in arts and sciences require a total of 60 semester hours of credit. The Associate in Arts (A.A.) degree requires that at least 48 of these 60 semester hours be in the liberal arts, which includes humanities, social sciences/history and natural sciences/mathematics. The Associate in Science (A.S.) degree requires that at least 30 of these 60 semester hours be in the liberal arts. The remaining credits in both associate degrees may be electives; i.e., 12 semester hours in the A.A. degree program, and 30 semester hours in the A.S. degree program.

THE ASSOCIATE DEGREES IN NURSING

The associate degrees in nursing are comparable in content to those of a typical two-year nursing degree program offered by a college. Both the Associate in Science—A.S. (nursing)—degree and the Associate in Applied Science—A.A.S. (nursing)—degree have a General Education (Liberal Arts) Component and a Nursing (Professional) Component. The Nursing Component requirements of both degrees are the same: seven written and one clinical performance examination. The difference between the two degrees is in the requirements for the General Education Component. The A.A.S. degree is more flexible in that it is based on the number of courses or examinations satisfactorily completed and allows considerable flexibility in the elective category. The A.S. degree can only be awarded when 30 or more credits are earned in the arts and sciences. The A.S. degree may be more useful to those who expect to continue their education at the baccalaureate level.

THE BACHELORS DEGREES IN ARTS AND SCIENCES

The bachelors degrees in arts and sciences are comparable to four-year degree programs in arts and sciences offered on college campuses. Both the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.) require a total of 120 semester hours of credit. Whereas the B[illegible]. requires 90 semester hours of the 120 to be in liberal arts and sciences, the B.S. requires only 60. The remaining semester hours in each program may be electives. In each baccalaureate program, a certain number of credit hours must be on the intermediate and advanced levels of difficulty. In each degree program, it is possible to earn a degree in liberal studies *or* in an arts and sciences area.

THE BACHELOR OF SCIENCE (nursing)

The content and skills required in the Bachelor of Science—B.S. (nursing) degree program are comparable to those of four-year on-campus nursing programs. There are two components to the B.S. (nursing) degree program: The General Education Component and the Nursing Component.

The General Education Component requires 72 semester hours of credit distributed among the humanities, social sciences/history, natural sciences/mathematics, and unrestricted electives. The Nursing Component requires the demonstration of competency in three academic areas: Health Restoration, Health Support, and Professional Strategies. Five written examinations cover these three areas. In addition, there are three required performance examinations: The Clinical Performance in Nursing Examination, the Health Assessment and Teaching Performance Examination, and the Professional Performance Examination.

THE BACHELOR OF SCIENCE (business)

The Bachelor of Science (business) degree progam is comparable in content to that typically offered by four-year colleges and universities. There are two options available within the business degree program: the General Business Option and the Subject Area Concentration Option (accounting, finance, marketing, management of human resources, or operations management). Both business degree options have two components: The General Education Component and the Business Component. The General Business Option requires 63 semester hours in the General Education Component, including 45 hours in arts and sciences, and 57 semester hours in the Business Component, including 15 hours at the advanced level of difficulty. The General Education Component of the Subject Concentration Option requires 10 one-semester courses or 5 proficiency examinations distributed among the liberal arts and sciences. The Business Component requires the candidate to demonstrate competence in each of the 5 areas of business mentioned above and to concentrate in one of them.

ACCREDITATION AND MEMBERSHIPS

The Regents External Degree Program is fully accredited by the Board of Regents of The University of the State of New York, and by the Middle States Association of Colleges and Schools, Commission on Higher Education.

In addition, the Regents External Associate and Baccalaureate Degrees in nursing are accredited by the National League for Nursing.

AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS:

The Regents Bachelor of Science (business) degree programs hold membership in the American Assembly of Collegiate Schools of Business.

SERVICEMEMBER'S OPPORTUNITY COLLEGE (SOC AND SOCAD):

The New York Regents External Degree Program is a Servicemember's Opportunity College (SOC) and SOC Associate Degree Program for Military Personnel (SOCAD) College.

Servicemember's Opportunity Colleges comprise a network of institutions comto the postsecondary education of military personnel and veterans. The SOC program, a cooperative civilian and military effort, is designed to coordinate administrative procedures and improve access for armed forces members to academic programs, to aid the postsecondary education community in appreciating the educational needs and problems of military personnel, and to help the armed forces' educational leaders to understand the resources, limits, and requirements of civilian higher education.

The SOC Associate Degree Program for Military Personnel (SOCAD), available worldwide, assures a soldier of ability who exerts reasonable effort the opportunity to continue progress toward an associate degree regardless of duty station.

NAVY CAMPUS FOR ACHIEVEMENT (NCFA) CONTRACT-FOR-DEGREE PROGRAM:

The Regents External Degree Program has been approved by the U.S. Navy to provide contract-for-degree programs for Navy personnel on active duty through the Navy Campus for Achievement (NCFA). NCFA is an education management system that coordinates the Navy's off-duty education programs with on-duty education and training programs. Through a network of education specialists, NCFA provides educational advisement and testing services to sailors worldwide.

The Navy has designated selected colleges whose degree programs offer a maximum amount of flexibility and opportunity for independent study, without requiring sailors to satisfy a residency requirement, as NCFA contract-for-degree participating institutions. Enrollment in the Regents External Degree Program as NCFA contract-for-degree students enables Navy personnel to continue work toward a college degree wherever they are stationed, without loss of credit when transferred from one assignment to another. Students enrolled in the Regents External Degree Program as NCFA contract-for-degree students may have their official transcripts forwarded to the Program for evaluation by their NCFA Advisor (all other students must have official transcripts forwarded by their originating college, testing agency, etc.).

For further information, Navy Personnel should contact their nearest NCFA Advisor or write to the REX/NCFA contact person at the Regents External Degree Program Office.

EARNING A HIGH SCHOOL EQUIVALENCY DIPLOMA

After accumulating 24 semester hours of credit as an enrolled student in the Regents External Degree Program, a New York State resident may receive a high school equivalency diploma from the High School Equivalency Diploma Unit of the New York State Education Department. Application forms and procedure descriptions are available from the Registrar, Regents External Degrees, The University of the State of New York, The Cultural Education Center, Room 5D28, Albany, NY 12230.

HOW TO EARN A REGENTS EXTERNAL DEGREE:

A Step-by-Step Guide

Anyone who is interested in earning a Regents External Degree should follow the procedures described below. Keep in mind that it takes considerable self-motivation, and the ability to adhere to your educational goals, to be successful in an independent study program such as this.

1. *Study the Degree Requirements*
   Become familiar with the amount and kind of academic work required for the degree program which interests you.(See pages 71-188 of this catalog.)

2. *Read Carefully the "Ways of Earning Credit" Section*
   Familiarize yourself with the various ways by which credit may be earned toward a Regents External Degree. These ways can be found on pages 16-47 of this catalog.

3. *Do a Self-Evaluation*
   Compare your prior academic work, if any, with the requirements of the degree program you have selected. For example, if you have taken college courses or proficiency examinations, try to classify them according to subject areas (humanities, social sciences/history, natural sciences/mathematics, business, nursing, or electives). To learn where specific courses or examinations will fit into degree requirements, refer to the "Listing of Proficiency Examinations" section of this catalog, and to the particular requirements of the degree program in which you are interested. This self-evaluation will help you to estimate the extent to which you have satisfied the requirements and the amount of additional work you will have to complete to qualify for a degree. If you need help in conducting your self-evaluation, and you live in New York State, you may want to consult a Regents External Degree program or volunteer advisor. Please see the section titled, "Candidate Counseling," and request a list of program advisors from the Advisement Office in Albany.

4. *Admission Requirements*
   Admission to the Regents External Degree Program is non-competitive and open to all who apply. Applicants are admitted either as regular or as special students. Individuals who have earned a high school diploma or its equivalent or have earned credit from a regionally accredited college are admitted as regular students. Those who do not satisfy the conditions required to be regular students are admitted as special students. Following admission to the program, special students may achieve regular status.

5. *Enrolling*
   Anyone may enroll in a Regents External Degree Program since there are no age, residence, or educational prerequisites—except as noted in No. 4

abroad. Anyone who completes the enrollment form and submits it with the non-refundable $125 fee will be enrolled. Completed forms should be sent directly to the Registrar, Regents External Degree Program, Cultural Education Center—Room 5D28, Albany, NY 12230.

Students are officially enrolled in a Regents External Degree Program as soon as they receive a letter acknowledging receipt of their correctly completed enrollment form and $125 fee. Enrolling in the program entitles candidates to an evaluation of official transcripts from accredited colleges and universities, testing agencies, and/or military education programs that they wish to present for credit toward a degree.

Candidates are advised NOT to have transcripts forwarded for evaluation until they are officially enrolled in the program. However, upon receipt of the letter from the Program acknowledging enrollment, official transcripts should be forwarded *promptly* to the Regents External Degree Registrar for evaluation.

6. *The Transcript Record Sheet*

At the time your enrollment is acknowledged you will be asked to complete and return the Transcript Record Sheet on which you will list all colleges and universities from which you will have transcripts forwarded to us for inclusion in your initial evaluation. *No further action can be taken by the Registrar's Office until you return this form and all the transcripts you listed are received by the Registrar.*

7. *Requesting Official Transcripts*

Enrolling in the program entitles you to evaluation of all *official* transcripts from regionally accredited colleges and universities, testing agencies, and military education programs that you wish to present for credit toward a degree. *Official* transcripts are ones which are sent directly from the issuing institution to the Regents External Degree Program. Send your transcripts to:

Registrar, Regents External Degrees
Cultural Education Center, Room 5D28
Albany, NY 12230

As each transcript is received you will be sent a postcard acknowledging its receipt. When all the transcripts you are submitting for evaluation have been received by the Registrar, a final postcard will be sent giving you an approximate date when your initial evaluation will take place.

Those enrolled in the Regents External Degree Program as Navy Campus For Achievement (NCFA) contract-for-degree students may have their official transcripts forwarded to the Program for evaluation by their NCFA Advisor.

At the end of this catalog is a typical University Calendar listing significant dates, including those by which official transcripts must be submitted to faculty evaluating subcommittees for review toward meeting graduation requirements. Candidates should become familiar with this Calendar.

8. *Interpreting a Status Report*
After your transcripts have been evaluated you will receive a "Status Report," indicating the amount of credit you have been granted toward the requirements of the degree program in which you are enrolled.

In addition to the courses and tests for which credit has been awarded, the Status Report contains a summary of the requirements a candidate must still satisfy as well as the name, address, and telephone number of the candidate's Transcript Evaluator and Program Advisor. Sample Status Reports are provided after each degree description in this catalog.

9. *Adding Credit to Your Status Report*
Each time you complete additional courses or proficiency tests which you want to apply toward your degree, have an official transcript of that work sent to the Regents External Degree Registrar for evaluation.

Each transcript will be acknowledged by postcard. After each evaluation you will be sent an updated Status Report.

10. *Change of Address or Name*
It is important for you to keep the Registrar aware of your current mailing address. If we do not have that address we cannot maintain contact with you or provide you with the services to which you are entitled as an enrolled degree candidate.

If for any reason your name changes, e.g., due to marriage or through a legal procedure, please notify the Registrar's Office immediately. There is a "Change of Name Form" which must be completed when a person's name changes due to marital status or for other reasons.

11. *Completing Your Degree Requirements*
Before registering for additional examinations or courses you should consult the degree requirements to be sure that this work can be used to satsify the degree requirements you are lacking. As an enrolled candidate you can get help with your courses or examination selection from your Transcript Evaluator or Program Advisor.

In choosing your program of study there may be other factors you should take into account in addition to the degree requirements. For example, if you plan to apply for teacher certification or admission to a higher level degree program in the future, investigate their requirements early, and take them into account in planning the balance of your current degree program.

12. *Graduating*
The Registrar will notify you when you have satisfied all of the degree requirements pending approval by the appropriate faculty committee. Once the appropriate Regents External Degree faculty committee has approved your work you will receive a letter indicating that you are being recommended to the Board of Regents of The University of the State of New York for conferral of the degree. The Board of Regents generally votes on degree

recipients twice a year; a formal graduation ceremony is held in Albany in the fall of each year. The dates for these events, and the cut-off for submission of materials to faculty committees for review preceeding degree conferrals, are included in The University Calendar which appears at the end of this Catalog. Regents External Degree graduates who reside in New York State are also invited to participate in spring commencement ceremonies at New York college and university campuses near their homes. If your degree is awarded at another time during the year, or if you are unable to attend the ceremony in Albany, your diploma will be mailed to you.

Although most candidates progress smoothly through these steps, sometimes the process is interrupted because of lack of adequate information or communication. If you have any problems with your degree progress, contact the Advisement Office for Regents External Degrees/College Proficiency Examinations in Albany at (518) 474-3703. If you live in New York State, you may want to arrange an appointment with a local volunteer advisor. (See the "Candidate Counseling" section of this catalog.)

SOME QUESTIONS YOU ARE PROBABLY ASKING ABOUT THE REGENTS EXTERNAL DEGREE PROGRAM

Q. *What is the Regents External Degree Program? What's it all about?*

A. It is an innovative degree-granting program based on independent study and designed primarily for mature, motivated adults. There are no age, residency or other requirements. The program offers eight degrees: four associate and four baccalaureate degrees in liberal studies, business and nursing. Degree requirements can be met in a variety of ways including course work at regionally accredited colleges; proficiency examinations; military service schools; formally evaluated courses sponsored by certain businesses, industries and other organizations; and, special assessment of college-level knowledge gained from on-the-job training, formal coursework, or independent study.

Q. *Is the Regents External Degree Program accredited?*

A. Yes, by the Commission on Higher Education of the Middle States Association of Colleges and Schools (CHE/MSA), the regional accrediting agency for New York State. The CHE/MSA accredited the program in June, 1977.

Q. *Are the nursing degrees accredited?*

A. Both the associate and the bachelors degree programs in nursing are registered by the New York State Education Department's Nursing Unit and are accredited by the National League for Nursing. Graduates of our nursing degree programs are eligible for licensure in New York State. Graduates are eligible for licensure in at least forty other states either by examination or endorsement.

Q. *What is the validity of a degree from the Regents External Degree Program?*

A. We find that the Regents External Degree is as acceptable to conventional institutions as credits from such institutions are to us. About half of our associated degree graduates go on to baccalaureate programs—the majority to conventional institutions—and the same figure holds true for baccalaureate external degree graduates going on to graduate school or professional programs.

Employers tend to treat external degree graduates no differently from graduates of more traditional degree programs.

Q. *Who pays for the Regents External Degree Program?*

A. Student fees are the main source of income. However, in the past we have received grants for development of the program. State money is not involved. The student fees include $125 for enrollment, annual records maintenance fees of $50 for associate degree students and $75 for baccalaureate degree students, and a $25 graduation fee.

Examinations cost an average of $35, and the range is $25 to $500. Other costs of the students depend on how they complete their program and may not involve direct payment to the Regents External Degree Program.

Q. *What are typical Regents External Degree students like?*

A. They are in their mid-30's. They are highly motivated, and are usually unable to attend traditional institutions due to occupational or family constraints. Right now, about 20,000 people are enrolled, and around 35,000 have enrolled since the program opened its doors in 1971. A little more than half the students are men: about 20 percent are in military service.

Q. *What's the difference between The University of the State of New York and the State University of New York?*

A. The University of the State of New York is the umbrella educational agency in New York State. It encompasses all public and private educational institutions from elementary through graduate schools, as well as libraries, museums, educational television and historical societies. The University of the State of New York, which is governed by the Board of Regents, has no faculty or campus and offers no instruction. But when it was established by the legislature in 1784, it was granted authority under the Board of Regents to charter academic institutions and to award academic credentials. The State University of New York is the public system of higher education in the state outside of New York City and, therefore, is part of The University of the State of New York.

Q. *How much transfer credit does the program accept?*

A. There is no limit on the number of credits which can be applied toward a degree from any approved sources, except for the limits imposed by the requirements for your degree program. For example, not more than 30 semester hours of electives can be counted toward the Associate in Science degree program.

Q. *Can I have my educational experiences evaluated before I enroll?*

A. It is not possible for the Regents External Degree staff to conduct official evaluations of educational records for those who are not enrolled in one of our degree programs. If you have questions about the applicability of your prior academic work which must be answered before you enroll, we suggest that you do a self-evaluation using the instructions on page 7 of the catalog and the requirements for your degree program. If you still have specific questions, send them along with a copy of your self-evaluation to the Advisement Office for review and a reply. *Pre-enrollment evaluations are strictly unofficial.*

Q. *Can I get credit for "Life Experience?"*

A. The Regents External Degree Program, like many other nontraditional programs, grants credit for *college-level learning which you can demonstrate,* rather than for "experience" *per se.* For example, a marketing manager for a business firm could earn credit for demonstrated knowledge of marketing, but not simply for the years spent in that job. For the Regents External Degree Program, the two ways of demonstrating knowledge acquired through experience are passing proficiency examinations and Special Assessments. (See pages 20 and 36).

Q. *If I already have enough credits for an associate (or bachelor's) degree, can I be awarded it without doing any more academic work?*

A. Yes, if you meet *all* of the requirements for that degree (total number of credits, distribution, levels, grade point average, professional component where applicable). There is no requirement that you complete any part of your academic work after enrollment in the Regents External Degree Program except for certain performance examinations in the nursing degrees and the Level III examination(s) in the subject concentration option of the business degree. Special Assessment will only be carried out for enrolled students.

Q. *After you evaluate my credits, will you tell me what specific courses I will need to take to finish my degree?*

A. No, because in most cases you have a choice of subjects and means of earning credit toward a particular degree requirement. The Status Report you receive will tell you to what extent you have met each of the individual degree requirements. The Information Sheet which accompanies it will tell you the number and type of credits you are lacking and which specific requirements you have not yet fulfilled. For example, you may be told that you need an additional 6 credits in the humanities to meet that distribution requirement. You must then choose the particular subjects you will use to fulfill that requirement, and the means by which you will earn the credits.

Q. *What is an accredited college?*

A. It is an educational institution approved for *degree-credit, college-level* study by one of the six regional accrediting agencies (i.e., MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS, NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS, NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES, SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES) or the New York Board of Regents. Only credits earned through such an approved college can be accepted in transfer by the Regents External Degrees. (See page 17.)

Q. *What if I took courses through a non-accredited college, proprietary or business school, or a military service school which hasn't been evaluated for credit?*

A. There are two ways of earning credit for work done through non-accredited programs. The most common is to take one or more approved proficiency tests to demonstrate the knowledge you acquired. The second is Special Assessment, see page 36. However, if another accredited college evaluated your unaccredited work and awarded credit for it, the Regents External Degree Program will accept that credit in transfer *if* it appears on the transcript of the accredited college, and *if* credit has been awarded as the equivalent of courses offered by the accredited college.

Q. *What is an elective?*

A. In the arts and science degrees, the term elective means any subject that does not fall into any of the three arts and science distribution areas of humanities, social science/history, and natural science/mathematics. In the business and nursing degrees, elective refers to any work not in the arts and sciences or not specifically required in the professional component. For example, a business elective is any business course which does not fall into one of the required core areas.

Q. *How long does it take to get a degree?*

A. There is no simple answer to this question, since circumstances vary greatly from student to student. Initial evaluations generally take four to six weeks from the time that *all* transcripts are received. Once the Registrar's Office determines that you have met all of the requirements, there may be a wait of several months before your degree is awarded, since the Board of Regents confers degrees only twice a year.

Q. *Can my college counselor or military education officer send you my transcripts for official evaluation?*

A. No. Our Registrar can accept only official transcripts, i.e., those which come *directly* from the college registrar or testing agency. If you are in the military service, your education officer should forward your official DD Form 295 to us, but not your college transcripts. (Exception: Navy Campus for Achievement (NCFA) contract-for-degree-students.)

Q. *Suppose I am a student or graduate of one Regents External Degree program, and want to enroll in another. Do I have to go through the whole process again?*

A. To enroll for a second degree you must fill out another enrollment form and pay a second enrollment fee; however, you do *not* need to have a second set of your transcripts sent to us (unless, of course, new credits have been added to them). If you are an associate level Regents External Degree graduate and enroll for a bachelor's degree, we will need to receive from each college, course level information and descriptions of the courses you have taken. Incidentally, the Regents External Degree Program will not grant you two bachelors degrees in the arts and sciences. What we will do is grant you a B.A. or B.S. and allow you to have more than one area of concentration which we

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will show on your transcript. You may earn a baccalaureate degree in arts or sciences *and* a baccalaureate degree in a professional area, such as nursing or business, from the Regents External Degree Program.

Q. *What's the relationship between the Regents Credit Bank and the Regents External Degrees? Do I have to have my credits evaluated through the Credit Bank before I enroll in a degree program?*

A. The Regents Credit Bank is only for those people who aren't interested in earning a degree, but who want a master transcript of all their educational experiences. The same evaluation advisory services are provided in the Regents External Degrees as in the Credit Bank. Those who enroll in a Regents External Degree Program should *not* enroll in the Regents Credit Bank.

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WAYS OF EARNING CREDIT

The completion of any or all of the following will be considered for credit toward earning a Regents External Degree or for Regents Credit Bank purposes:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (see page 188 for a list of these examinations);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of the California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman Certificates; and,
7. A combination of these ways.

The requirements for all Regents External Degrees can be satisfied by using one or more of the above approaches to earning credit. To determine how these approaches may be applied to each particular degree, consult the specific degree requirements given in the "Degree Programs" section of this catalog. There is no time limit on the use of college courses or proficiency examinations submitted to satisfy the requirements of the A.A., A.S., B.A., or B.S. degree programs, or the General Education Component of the business and nursing degrees. There are, however, a few time restrictions on the acceptability of courses or proficiency examinations submitted by candidates toward meeting the professional component requirements of the business and nursing Regents External Degrees. Only those business courses or proficiency examinations completed since the fall 1960 semester will be considered toward the Business Component requirement of the B.S. (business) degree. As for restrictions in the nursing degrees, only those courses or proficiency examinations in nursing which have been completed within 10 years of the date of enrollment in a Regents External Associate Degree Program, or within 5 years of the date of enrollment in the Regents External Baccalaureate Degree Program, will be considered for transfer credit toward the requirements in the Nursing Component of the nursing degrees. Diploma school nursing courses

CANNOT be used to satisfy the requirements of either the associate or baccalaureate degrees in nursing. Degree credit college courses taken as part of a diploma program are transferable as long as the college can provide an official transcript.

1. COLLEGE COURSES FOR DEGREE CREDIT

Official transcripts from any regionally accredited college or university (including institutions holding "candidate" status with a regional accrediting association, or foreign colleges or universities) will be evaluated, and acceptable credit will be applied toward the requirements of the various degree programs.

If you apply credits earned from college courses toward a Regents External Degree, the college from which you took those courses must be accredited by one of the six regional accrediting agencies listed below. *In other words, only degree-credit course work from a college or university accredited by one of these six regional agencies is acceptable in transfer to the Regents External Degree Program:*

REGIONAL ACCREDITING AGENCIES AND STATES WITHIN THEIR JURISDICTIONS

MIDDLE STATES ASSOCIATION OF
COLLEGES AND SCHOOLS
Canal Zone, Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands
Commission on Higher Education
3624 Market Street
Philadelphia, Pennsylvania 19104
Tel. (215)662-5600

NORTHWEST ASSOCIATION OF
SCHOOLS AND COLLEGES
Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington
Commission on Colleges
3700-B University Way, N.E.
Seattle, Washington 98105
Tel. (206)543-0915

NEW ENGLAND ASSOCIATION OF
SCHOOLS AND COLLEGES
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Commission on Institutions of Higher Education
131 Middlesex Turnpike
Burlington, Massachusetts 01803
Tel. (617)272-6450

SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS
Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Tennessee, Texas, Virginia
Commission on Colleges
795 Peachtree Street, N.E.
Atlanta, Georgia 30308
Tel. (404)875-8011

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS
Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming
Commission on Institutions of Higher Education
1221 University Avenue
Boulder, Colorado 80302
Tel. (800)525-0840
and
820 Davis Street
Evanston, Illinois 60201
Tel. (800)323-6528

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
American Samoa, California, Guam, Hawaii
Accrediting Commission for Senior Colleges and Universities
c/o Mills College, Box 94613
Oakland, California 94613
Tel. (415)632-5000

Accrediting Commission for Community and Junior Colleges
P.O. Box 70
Aptos, California 95003
Tel. (408)668-7575

Transcripts will also be accepted from those higher institutions operating in New York State where programs of college courses for degree credit are registered by the Board of Regents but not accredited by the Middle States Association of Colleges and Schools, the regional accrediting body whose jurisdiction includes New York. Furthermore, transcripts for those who hold Associate in Occupational Studies (A.O.S.) degrees from institutions in New York State are also acceptable.

Individuals who have taught a degree credit college-level course, which is *not* duplicative of any course(s) that they have taken at regionally accredited colleges, will be awarded the number of credits earned by a student who successfully completes such a course. Contact the Regents External Degrees Registrar to find out about the documentation needed to substantiate such requests for credit.

All transcripts from accredited institutions will be accepted for evaluation without regard to the number of institutions attended by the candidate. Only those grades or courses that candidates wish to apply toward their external degree will be recorded on their transcript.

College courses in physical education can only be counted if they have a classroom component with a theoretical base. Activities courses in physical education are not acceptable in transfer to the Regents External Degree Program.

All transcripts must come directly from the issuing institution to be considered for credit. Unofficial or student copies of transcripts are *not* acceptable. Service men or women who participate in Navy Campus for Achievement (NCFA) programs should refer to page 50 for directions on having official records forwarded. All other military candidates should have their college course transcripts forwarded directly from the institution(s) where the work was completed. No official transcripts should be submitted until after enrollment and receipt of instructions from the Registrar. After receiving a candidate's transcript(s), the Regents External Degree Program Registrar may request additional information about the level and content of courses taken.

Degree credit correspondence courses which are offered by a regionally accredited college or university will be evaluated in the same way as courses taken on campus, i.e., an official transcript listing completed courses is required. Although other correspondence study programs may help an individual to prepare for examinations, the Regents External Degree Program will not recognize or grant credit for correspondence courses offered by most proprietary schools. Noncredit correspondence courses offered by accredited colleges are also not acceptable toward Regents External Degrees.

The Regents External Degree Program does not sponsor or endorse any instructional or correspondence school courses. A list of correspondence courses available from regionally accredited colleges and universities may be ordered from: The National University Extension Association, Book Order Department, P.O. Box 2123, Princeton, NJ 08540.

Continuing Education Units (CEU's) are *not* acceptable in transfer to the Regents External Degrees. However, such accomplishments will be shown on the transcripts of those enrolled in the Regents Credit Bank, if so desired by an enrollee. A disclaimer will accompany such entries, indicating that such units are not applicable to the Regents External Degrees.

Cross Registration

Many Regents External Degree students complete their degrees through course work at other colleges or universities. Students registering for courses at colleges or universities should apply as non-matriculated "Guest Students." The Regents External Degree Registrar will forward a "Statement of Good Standing" whenever a student wishes to cross register at another college. Requests for such a statement should be submitted in writing to the Office of the Registrar at least three weeks in advance of the registration deadline for the institution where the course will be taken. A copy of the statement will be sent to the student as well.

Requests for a "Statement of Good Standing" should include the name of the school the student plans to attend, the academic term of attendance, the name of the course(s) to be taken, and the office or person to whom the statement is to be sent.

The Evaluation of Foreign Credentials

The Regents External Degree Program will evaluate for credit academic work completed at institutions located outside the United States. Consistent with overall policy pertaining to acceptance of transfer credit, Regents External Degrees will accept for credit only that study which is applicable toward a degree at a university or university-parallel institution. This institution must have been approved to offer degrees by the recognized regulating agency for higher education in the country, such as the national ministry or department of education.

Should a candidate wish to determine whether work done outside the United

States can be applied to a Regents External Degree, the following documentation is required:

1. The official name of the institution;
2. Location (city and country) of the institution;
3. Dates of attendance;
4. Names of all culminating certificates, degrees, and diplomas awarded, if any, or a list of all final examinations completed.

All titles of institutions, diplomas, and official examinations must be provided in the original language. English translations of these documents are a helpful supplement.

A policy statement is available upon request explaining in more detail the types of study which the Regents External Degree Program will accept in transfer from foreign countries, the documentation required to conduct an evaluation, and the evaluation procedures. This policy statement is available from The Registrar, Regents External Degrees, The University of the State of New York, Cultural Education Center—Room 5D28, Albany, NY 12230.

2. *PROFICIENCY EXAMINATIONS*

Many proficiency examinations from recognized testing agencies may be used to earn credit toward a Regents External Degree. Those approved for credit are: the New York College Proficiency Examination Program (CPEP) tests, Regents External Degree Examinations (REDE), American College Testing Program Proficiency Examination Program (ACT PEP) tests, Undergraduate Assessment Program (UAP) Field Tests, College-Level Examination Program (CLEP) tests, College Entrance Examination Board Advanced Placement (AP) Examinations, Graduate Record Examinations (GRE) Advanced Tests, Defense Activity for Non-Traditional Education Support (DANTES) tests, United States Armed Forces Institute (USAFI) tests, the Hebrew Literature and Language Test of the Hebrew University in Jerusalem, and the Certified Professional Secretary (CPS) Examination offered by the National Secretaries Association. Candidates should request testing agencies to send official transcripts of their grades to the Regents External Degree Registrar, as soon as they are officially enrolled in an external degree program.

If an examination has been discontinued by a recognized testing program, grade results will still be considered for Regents External Degree credit if transcripts are available and if the credit applies to a candidate's degree program.

New York College Proficiency Examination Program (CPEP)

The College Proficiency Examination Program (CPEP), administered by the New York State Education Department, enables individuals to obtain college credit by means of examination without formal classroom preparation. Among the subject areas covered by these examinations are nursing, college composition, typewriting, education, history and criminal justice. College Proficiency Examinations may be applied toward all Regents External Degrees. (They may also be used for college credit or advanced placement at many conventional colleges and universities.) The degree requirements and the College Proficiency Examination descriptions provided in this catalog should be consulted for purposes of identifying appropriate examinations, as well as the amount of credit awarded. The listings of approved examinations for fulfilling Regents External Degree requirements provide a reference of appropriate examinations. It is not necessary to be enrolled in a Regents External Degree Program to take College Proficiency Examinations.

The results of College Proficiency Examinations are reported as a letter grade (A, B, C, D, F), as Pass/Fail, or as a standard score, depending on the examination. *To qualify for credit toward a Regents External Degree, a letter grade of "D or better," "a Pass" grade; or the minimum passing standard score (usually 45) must be achieved.*

For New York State test applications, dates, times, locations, and study aids write to:

College Proficiency Examination Program
New York State Education Department
Cultural Education Center, Room 5D45
Albany, NY 12230

Individuals interested in taking College Proficiency Examinations will find content descriptions of the examinations in Part IV, the "Examination Descriptions" section of this catalog. Full information on application forms, fees, testing arrangements, study aids, and other administrative matters may be found in Part III of this catalog, "The New York College Proficiency Examinations and the Regents External Degree Examinations."

Regents External Degree Examinations (REDE)

Regents External Degree Examinations (REDE), administered by the Regents External Degree Program, also enable individuals to obtain college credit by means of examination without formal classroom preparation. They are similar to the New York College Proficiency Examinations, except that they were developed primarily for use in meeting Regents External Degree requirements. These examinations are based on college-level knowledge and are designed to correspond to a particular stage in a candidate's academic preparation and not necessarily to the subject matter of a specific course in a college curriculum.

The subject areas covered by these examinations are business and nursing. Regents External Degree Examinations may be applied toward all Regents External Degrees. Regents External Degree tests may also be used for credit or advanced placement at many conventional colleges and universities. The degree requirements and the Regents External Degree Examination descriptions provided in this catalog should be consulted for purposes of identifying appropriate examinations, as well as the amount of credit awarded. The listings of approved examinations for fulfilling Regents External Degree requirements provide a reference of appropriate examinations. It is not necessary to be enrolled in a Regents External Degree program to take Regents External Degree Examinations.

REDE results are reported on a standard score or Pass/Fail basis. *To qualify for credit toward a Regents External Degree a "standard score of 45 or higher" must be achieved on most tests, or a grade of "Pass" on those examinations using the Pass/Fail System.*

For New York State test applications, dates, times, locations, and study aids write to:

Regents External Degree Examination Program
Cultural Education Center, Room 5D45
Albany, NY 12230

Individuals interested in taking Regents External Degree Examinations will find content descriptions of the examinations in Part IV, the "Examination Descriptions" section of this catalog. Full information on application forms, fees, testing arrangements, and other administrative matters may be found in Part III of this catalog.

American College Testing Program Proficiency Examination Program (ACT PEP)

Most New York College Proficiency Examinations (CPE's) and Regents External Degree Examinations (REDE's) are available nationwide and to the U.S. Military at least four times a year through the American College Testing Program as ACT PEP tests.

For out-of-state and military test applications, dates, times, locations, and study aids write to:

ACT PEP
P.O. Box 168
Iowa City, IA 52243

For military personnel, information on ACT PEP tests is also available through their base Education Office.

Undergraduate Assessment Program (UAP) Field Tests

Undergraduate Assessment Program Field Tests are developed by the Educational Testing Service of Princeton, New Jersey. They are available only to New York State residents and are administered by the Regents External Degree Program. They measure knowledge equivalent to that of a student majoring in a specified subject who has completed several courses in that field. These two-hour examinations are available in the following fields:

*Biology
Business (1)
*Chemistry
Education
*Geography
*Geology
*German
*History
*Music
*Philosophy
Physical Education (2)
*Physics

Engineering
*French
*Literature
*Mathematics
*Political Science
*Psychology
*Spanish

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[*] Those examinations in the arts and sciences marked with an asterisk (*) in the preceding list may be used toward *partially* establishing subject concentrations for the Bachelor of Arts and Bachelor of Science Regents External Degrees. Lists of approved subjects for concentrations may be found in the Bachelor of Arts and Bachelor of Science degree description section of this catalog. The Education and Engineering UAP's may be used toward the elective credit allowed in the associate and baccalaureate Regents External Degrees. However, no advanced level credit will be awarded in the elective area, only elementary and intermediate level credit will be awarded.

(1) Satisfies all Core requirements for the General Business Option of the B.S. (business) degree except for Operations Management, Business Policy and Mathematics.

(2) The UAP Field Test in Physical Education may be used as elective credit for degrees in arts and sciences. Regular college courses in physical education can only be counted if they have a classroom component with a theoretical base. Activities courses in physical education are not acceptable in transfer to the Regents External Degree Program.

Grades are recorded on a scaled score from approximately 200 to 900. Cut-off scores for each examination are available from the Regents External Degree Office. For those wishing to be tested in New York State, application forms and pamphlets describing each examination may be requested from:

Regents External Degrees
The University of the State of New York
Cultural Education Center, Room 5D45
Albany, NY 12230

UAP Field Tests may be used to earn credits toward fulfilling many Regents External Degree requirements. (See the listing of approved examinations for fulfilling Regents External Degree requirements in this catalog.)

Thirty (30) semester hours of credit are awarded for passing the UAP Field Tests at the following levels: 6 credits advanced, 12 credits beyond elementary, and 12 credits elementary toward satisfying Regents External Degree requirements, except for those in the elective area where no advanced level credit will be awarded.

Those who anticipate taking a UAP Field Test should check with their Transcript Evaluator or Program Advisor to ensure that credits earned in this way will not duplicate other credits already earned.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a testing program of the College Entrance Examination Board (CEEB). CLEP tests are offered several times each year across the nation and at military installations around the world. CLEP offers two types of examinations: the General Examinations and the Subject Examinations.

GENERAL EXAMINATIONS

The CLEP General Examinations provide a comprehensive measure of achievement in five basic areas of liberal arts. Each examination assesses the extent to which the examinee has mastered general knowledge in the area.

Credits may be earned toward the Associate in Arts, Associate in Science, Bachelor of Arts, and Bachelor of Science Regents External Degrees and the General Education Component of the business and nursing degrees by successfully completing any or all of the General Examinations. The examination titles, minimum acceptable scores, the number of semester hours of credit awarded for each of the available examinations, and the level of credit awarded are listed below.

Table 1

COLLEGE-LEVEL EXAMINATION PROGRAM (GENERAL EXAMINATIONS)

	Minimum Acceptable Total Score			
Examination Title	**Prior to Fall 1978 (60 minute version)**	**After Fall 1978 (90 minute version)**	**Semester Hours of Credit**	**Level of Credit**
English Composition	427	530	3	Elementary (EL)
Humanities	422	421	6	Elementary (EL)
Mathematics	424*	421	6	Elementary (EL)
Natural Sciences	422	421	6	Elementary (EL)
Social Sciences-History	422	421	6	Elementary (EL)

*The cut-off score for the CLEP General Examination in Mathematics taken prior to February 1973 is 412.

SUBJECT EXAMINATIONS

The CLEP Subject Examinations are achievement tests for widely offered undergraduate college courses and are similar in content and score to many New York College Proficiency Examinations. Some CLEP tests cover material studied in a typical full-year course, while others are limited to material studied in a one-semester course. At present, CLEP Subject Examinations are available in such fields as data processing, business law, economics, human growth and development, statistics, and trigonometry, among others.

Although CLEP Subject Examinations presently offered can be used to satisfy many Regents External Degree requirements, only certain examinations can be applied to the business component of the business degree subject area concentration option, and none to the professional component of the nursing degrees. (Candidates taking CLEP subject examinations for credit toward a Regents External Degree need not answer any "optional essay" portions that may appear on some of the tests.) Specific examinations that will satisfy degree requirements are listed in this catalog.

A candidate must achieve a minimum standard score of 47 on a CLEP Subject Examination to receive credit toward a Regents External Degree. The only exceptions to this rule are the (CLEP) foreign language examinations where credit is granted for a minimum score of 40, and the (CLEP) Dental Technician tests which require a minimum score of 50.

Individuals interested in taking a CLEP General Examination and/or Subject Examination can obtain information concerning registration forms, fees, and test locations directly from CLEP. The official institutional name to be inserted on the CLEP application form by candidates enrolled in a Regents External Degree is *New York Regents External Degree Program.* The code number is *2899.* Enrolled degree candidates who have completed an examination and desire to have it evaluated for satisfying Regents External Degree requirements should send CLEP a $2.00 fee and request that an official transcript be forwarded to the Registrar, Regents External Degree Program.

For further information on CLEP tests and testing procedures, write directly to:

College-Level Examination Program
P.O. Box 1822
Princeton, NJ 08540

The CLEP General and Subject Examinations are administered to military personnel on active duty in the Armed Forces of the United States through the Defense Activity for Non-Traditional Education Support (DANTES). These examinations were also formerly administered to military personnel through the United States Armed Forces Institute (USAFI). For further information service personnel should contact the nearest base Education Center or test section.

Requests for DANTES transcripts of examinations taken after July 1, 1974, and requests for USAFI transcripts, accompanied by a $2.00 fee, should be addressed to:

DANTES Contractor Representative (Transcripts)
Educational Testing Service
P.O. Box 2819
Princeton, NJ 08541

College Entrance Examination Board Advanced Placement (AP) Examinations

The College Entrance Examination Board Advanced Placement (AP) Examinations are designed to enable students to pursue college-level studies while still in secondary school. They are specifically intended to stimulate secondary school students and teachers to higher achievement and to help eliminate the needless duplication of studies later at college. Examinations in thirteen different areas such as biology, chemistry, European History, and classics are available.

Credit may be earned toward the Associate in Arts, Associate in Science, Bachelor of Arts, and Bachelor of Science degree programs and the General Education Component of the business and nursing degree programs, by successfully completing any of the Advanced Placement Examinations. (Specific examinations that will satisfy degree requirements are listed in this catalog.)

All Advanced Placement Examinations are graded on a five-point scale in which a score of 1 is low and 5 is high. *To be considered for credit toward a Regents External Degree, a minimum score of 3 must be achieved.*

Application procedures for those who are interested in taking Advanced Placement Examinations, which are given in May of each year, can be obtained by writing to:

College Board Publication Orders
Advanced Placement Examinations
P.O. Box 2815
Princeton, NJ 08540

Persons who have completed Advanced Placement Examinations and who wish to have results forwarded to the Regents External Degree Program should request transcripts from:

Advanced Placement Examinations
P.O. Box 977IS
Princeton, NJ 08540

Graduate Record Examination (GRE) Advanced Tests

Graduate Record Examinations are developed and administered nationally by the Educational Testing Service of Princeton, New Jersey. They consist of Aptitude Tests and Advanced Tests in specific subject areas. *Only the Advanced Tests may be used to earn credit toward a Regents External Degree.* The Advancd Tests are designed to measure the candidate's comprehension of material basic to graduate study in major fields. They survey the entire academic field of a subject, emphasizing the basic concepts and principles of their content area. Advanced Tests, each approximately three hours in length, are available in twenty subjects:

*Biology
*Chemistry
*Computer Science
*Economics
Education
Engineering
*French (Literature)
*Geography
*Geology
*German (Literature)
*History
*Literature in English
*Mathematics
*Music
*Philosophy
*Physics
*Political Science
*Psychology
*Sociology
*Spanish (Literature)

GRE Advanced Tests may be used to earn credits toward fulfilling many Regents External Degree requirements, as classified in the listing in this catalog of approved examinations for fulfilling Regents External Degree Requirements.

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* Those GRE Advanced Tests in the arts and sciences marked with an asterisk (*) in the preceding list can be used to establish subject concentrations for the Bachelor of Arts and Bachelor of Science Regents External Degrees. Lists of approved subjects for concentrations may also be found in the "Meeting Concentration Requirements for the Bachelor of Arts or Bachelor of Science Regents External Degrees" section of this catalog.

Grades are recorded as a scaled score from 200 to 800, and candidates must score approximately at the 33rd percentile to receive credit toward a Regents External Degree. Cut-off scores for particular examinations, which may vary from year to year because of norming group changes, are available from the Regents External Degree office. Thirty-nine (39) semester hours of credit at the following levels: 15 credits advanced, 12 credits beyond elementary, and 12 credits elementary, are awarded for passing the GRE Advanced tests. GRE's are administered in January, February, April, June, October, and December across the nation and in some foreign locations.

Registration forms and booklets describing each GRE Advanced Test may be requested from:

Graduate Record Examination
Educational Testing Service
Box 955
Princeton, NJ 08540

The official name to be inserted on the GRE test application and on the transcript request form by candidates enrolled in a Regents External Degree is: *USNY—Regents External Degree.* The code number for this program is *R2899-3.*

Those who anticipate taking a GRE Advanced Test should check with their Transcript Evaluator or Program Advisor to ensure that credits earned in this way will not duplicate other credits already earned.

Defense Activity for Non-Traditional Education Support (DANTES) and United States Armed Forces Institute (USAFI)

The United States Armed Forces Institute (USAFI), formerly a U.S. Department of Defense organization, provided opportunities for military personnel on active duty to continue their education. USAFI ceased operation in June of 1974, and since that time the Defense Activity for Non-Traditional Education Support (DANTES) has taken over many of USAFI's testing and educational support activities, along with the record-keeping and transcript service operations formerly provided by USAFI.

Education Services Officers at military installations continue to provide a variety of educational opportunities with the support of DANTES, including a testing program through which college credit may be earned. New York College Proficiency Examinations and Regents External Degree Examinations are now available as ACT PEP tests at many installations under the auspices of DANTES.

College-Level Examination Program (CLEP) tests (General Subject Examinations described earlier in this section), and Department of Defense Subject Standardized Tests (DSST's), (formerly USAFI Subject Standardized Tests), are currently offered through the auspices of DANTES. Many examinations formerly offered by USAFI, including the General Education Development (GED) College-Level Examinations, Subject Standardized Tests, End-of-Course Tests, and Subject Examinations can also be used to fulfill many degree requirements in the eight Regents External Degree programs presently offered. (For particulars, see the listing of approved examinations for fulfilling Regents External Degree Requirements in this catalog.)

To qualify for credit toward a Regents External Degree, the following minimum scores must be achieved on the following examinations:

Table 2

GENERAL EDUCATION DEVELOPMENT–COLLEGE-LEVEL EXAMINATIONS

Examination Title	Minimum Acceptable Standard Score	Semester Hours of Credit	Level of Credit
Test 1: Expression	55	3	Elementary (EL)
Test 2: Social Sciences	60	6	Elementary (EL)
Test 3: Natural Sciences	61	6	Elementary (EL)
Test 4: Literary Materials	57	6	Elementary (EL)

Subject Standard Tests (DSST's)

DSST's with prefixes of SA or SB have as a minimum passing score a rating of 20. Starting in the summer of 1979, newly revised DANTES Subject Standardized Tests bearing a prefix of SC or SD were introduced and have as a minimum passing score a standard score which is different for each test. Although the titles of the DSST's are changing, tests which are offered by DANTES and approved by the American Council on Education (ACE) will be recognized for credit by the Regents External Degree Program. For SC/SD prefix DSST's, the minimum passing standard score recommended by ACE will be required for Regents External Degree Credit.

There are thirteen revised and one new DANTES Subject Standardized Tests listed in this catalog in the section titled "Listing of Proficiency Examinations for Fulfilling the A.A., A.S., B.A., B.S., and General Education Components of the Professional Degrees—A.S. (nursing), A.A.S. (nursing), B.S. (nursing), and B.S. (business)." These fourteen tests are:

Subject Area	Examination Title	Minimum Standard Score for Credit	Semester Hours of Credit	Level of Credit
Humanities	SC/SD579 Beginning German I	50	4	Elementary (EL)
Social Sciences/ History	SC/SD453 Principles of Economics I	48	3	Elementary (EL)
	SC/SD491 Educational Psychology	56	3	Beyond Elementary (BE)
Natural Sciences/ Mathematics	SC/SD424 Intermediate College Algebra	50	3	Elementary (EL)
	SC/SD435 Plane Trigonometry	50	3	Elementary (EL)
	SC/SD440 Calculus I	50	4	Elementary (EL)
	SC/SD445 Differential Equations	54	3	Advanced (AD)
	SC/SD446 Linear Algebra	52	3	Advanced (AD)
	SC/SD512 Principles of Physical Science I	51	3	Elementary (EL)
	SC/SD519 Geology I	54	3	Beyond Elementary (BE)

Electives	**SC/SD525 Principles of Financial Accounting**	50	3	Elementary (EL)
	SC/SD539 Introduction to Management	54	3	Elementary (EL)
	SC/SD543 Introduction to Business	48	3	Elementary (EL)
	SC/SD549 Basic Marketing	50	3	Elementary (EL)

As they become available in the future, information and revisions of DANTES Subject Standardized Tests will be made available to candidates through the Addenda to this catalog.

End-of-Course Tests

A rating of either satisfactory (S) or with distinction (D)

Subject Examinations

A rating of satisfactory (S)

All service personnel on active duty as well as veterans undergoing treatment in Veterans Administration hospitals are eligible to take any available tests administered through the military. At many installations, military dependents can also be tested. Application procedures for those interested in taking an examination, as well as transcript request procedures for those who have completed an examination and would like to have the results forwarded to the Regents External Degree Program, can be obtained from the nearest base Education Center or test section.

Requests for transcripts of Department of Defense and CLEP General and Subject Examinations *completed* through the Defense Activity for Non-Traditional Education Support (DANTES) or *USAFI* transcripts, accompanied by a $2.00 fee, should be addressed to:

DANTES Contractor Representative (Transcripts)
Educational Testing Service
P.O. Box 2819
Princeton, NJ 08541

Hebrew University, Jerusalem Test in Hebrew Language and Literature

The Regents External Degree Program grants 6 credits at the elementary level for the Jerusalem Examination, which tests knowledge of Hebrew literature and language. Those who have taken the examination should have Hebrew University in Jerusalem furnish the Regents External Degree Registrar with a copy of the certificate that verifies satisfactory completion. Candidates interested in taking the examination should contact the *World Zionist Organization* at the following address for information:

Department of Education and Culture
World Zionist Organization—American Section, Inc.,
515 Park Avenue
New York, NY 10022.

The Certified Professional Secretary (CPS) Examination

The Certified Professional Secretary (CPS) Examination is a two-day, six-part test developed by the Institute for Certifying Secretaries of the National Secretaries' Association. The Institute will furnish a study outline and bibliography dealing with each part of the examination. The CPS examination has been evaluated by the American Council on Education's Office on Noncollegiate Sponsored Instruction for credit as follows:

Table 3

SEMESTER HOURS OF CREDIT AND LEVELS OF CREDIT FOR PARTS OF THE CERTIFIED PROFESSIONAL SECRETARY (CPS) EXAMINATION

	Examination Title	Semester Hours of Credit	Level of Credit
Part I	Environmental Relationships in Business	3	Elementary (EL)
Part II	Business and Public Policy	3	Elementary (EL)
Part III	Economics and Management	6	Elementary (EL)
Part IV	Financial Analysis and the Mathematics of Business	3	Elementary (EL)
Part V	Communications and Decision	9	Elementary (EL)
Part VI	Office Procedures	6	Beyond Elementary (BE)
	Total:	30	

Credits earned through the CPS examination may be applied toward Regents External Degree requirements. Information about the test and official student records may be obtained from:

Executive Secretary
National Secretaries Association
2440 Pershing Road, Suite G-10
Kansas City, MO 64108

3. *MILITARY SERVICE SCHOOLS AND OCCUPATIONAL SPECIALTIES*

This section deals with military service school courses and with occupational specialties in the military which can be accepted for Regents External Degree credit.

In addition to the DANTES and USAFI examination programs described above, there is general agreement among college and university personnel that students should be granted credit or advanced standing for their educational achievements acquired through military service, when such credit is appropriate to the fulfillment of degree requirements. The Office on Educational Credit and Credentials (OECC), established by the American Council on Education, conducts an ongoing evaluation of the military education programs listed below and provides recommendations for them in terms of academic college credit.

The Regents External Degree Program follows these recommendations when such credit is appropriate to the fulfillment of degree requirements.

a. Military service school courses
b. Army enlisted military occupational specialties (MOS)
c. Army warrant officer military occupational specialties (MOS)
d. Navy enlisted ratings (NER)
e. Defense Language Institute Courses

Credit is also awarded for courses completed through the Community College of the Air Force (CCAF).

Credit recommendations for military service school courses taught between 1946 and the present are covered in the several volumes of the manual entitled "Guide to the Evaluation of Educational Experiences in the Armed Services." The latest version of this guide was published by the American Council on Education in 1978. The three volume 1978 *Guide* is a revision of several earlier editions. The 1978 version includes evaluations for Army enlisted military occupational specialties from 1973 to the present, warrant officer military occupational specialties (MOS's), and Navy Enlisted Ratings (NER's). The several volumes of the Guide are available on most college campuses, in Veterans Administration Offices, and at Base Education Centers.

For those military service school courses and occupational specialties not listed in the manuals, the Office on Educational Credit and Credentials (OECC) of the American Council on Education provides a continuing advisory service to assist colleges and universities in the evaluation of educational experiences of military personnel. Credit recommendations can be obtained by *college officials only* from the Office on Educational Credit and Credentials. Those desiring such credit should contact the Regents External Degrees Registrar for further information.

Military Service School Courses

The Office on Educational Credit and Credentials (OECC) evaluates military service school courses which are listed in the formal school catalogs of the Armed Services and which are:

1. Given on a full-time basis of not less than 2 weeks duration with a minimum of 30 clock hours of class instruction per week.
2. Less than 2 weeks in length but contain a minimum of 60 clock hours of class instruction.

(Prior to 1973 the minimum length requirement was 3 weeks or 90 hours.)

Credit may be earned toward Regents External Degrees or for Regents Credit Bank purposes by completing a formal service school course which contains college-level work that has been evaluated by the Office on Educational Credit and Credentials (OECC) of the American Council on Education. The Regents External Degree Program follows the credit recommendations established by that office when such credit is appropriate to the fulfillment of degree requirements. No military courses taken outside the United States have been evaluated for credit.

Generally, correspondence courses offered by branches of the military service are not recognized for credit. However, a small number of high-level military correspondence programs, such as the Air War College Correspondence Program, have been evaluated for college-level credit by the Office on Educational Credit and Credentials (OECC) of the American Council on Education, and these will be accepted for credit toward Regents External Degrees.

Required Official Documentation – Military Service School Courses

Those making application for credit for their service school training must request that the following *official* documentation of successfully completed course(s) be sent to the Registrar of the Regents External Degree Program:

Active Duty Personnel:

DD Form 295, Application for the Evaluation of Educational/Learning Experiences During Military Service (Section on Service Schools Attended)

Veterans:

DD Form 214, Armed Forces of the United States Report of Transfer or Discharge

SEE PAGE 35 FOR INFORMATION ON HOW TO OBTAIN THE ABOVE REQUIRED OFFICIAL DOCUMENTATION.

The applicant for credit must make certain that all of the following information about his or her military service school courses is included on the form submitted:

1. Complete (unabbreviated) name of school (e.g., Logistics Management Center)
2. Location of school (e.g., Ft. Lee, Virginia)
3. Complete (unabbreviated) name of course (e.g., Army Installation Management)
4. Date entered the course (e.g., February 5, 1979)
5. Length of course (number of weeks) (e.g., 3 weeks)
6. Date completed the course (e.g., February 26, 1979)
7. Final mark and/or standing in class (e.g., 84.9)

Army Enlisted and Warrant Officer Military Occupational Specialties (MOS's) and Navy Enlisted Ratings (NER's)

As a means of recognizing skills and knowledge acquired through self-directed activities, the American Council on Education (ACE) approved an evaluation system that utilizes the Army Enlisted or Warrant Officer MOS and the Navy NER classification systems as a basis for making educational credit recommendations. Credit may be earned toward Regents External Degrees or for Regents Credit Bank purposes on the basis of acquiring a specific U.S. Army enlisted or warrant officer MOS or Navy NER which has been reviewed by the Office on Educational Credit and Credentials (OECC) of the American Council on Education. When such credit is appropriate to the fulfillment of degree requirements, the Regents External Degree Program follows the recommendations established by OECC. Credit recommendations for all MOS's and NER's evaluated appear in the 1978 edition of the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed Services."

Army and Navy personnel seeking recognition for MOS or NER proficiency are required to provide the official documentation specified below to verify that they have successfully achieved a MOS or NER skill level while on active duty. *No recommendations have been made for Army enlisted MOS's held prior to October, 1973.*

Required Official Documentation—Army Enlisted Military Occupational Specialties (MOS)

Those making application for credit for their Army enlisted military occupational specialties (MOS) must request that the following official documentation be sent to the Registrar of the Regents External Degree Program to verify that they have successfully held an Army enlisted MOS:

Active Duty Personnel:

DD Form 295, Application for the Evaluation of Educational/Learning Experiences During Military Service (Section on Major Service Jobs or Billets)

Veterans:

DD Form 214, Armed Forces of the United States Report of Transfer or Discharge

Or the following forms may be submitted by active duty personnel *or* veterans:
DA Form 2-1, Personnel Qualifications Record (Items 3 and 6)
DA Form 20, Enlisted Qualification Record (Item 22)
USAEEC Form 10, Enlisted Evaluation Data Report

SEE PAGE 35 FOR INFORMATION ON HOW TO OBTAIN THE ABOVE REQUIRED OFFICIAL DOCUMENTATION.

The applicant for credit must make certain that all of the following information about his or her Army enlisted MOS's is included on the form submitted:

1. Enlisted MOS number and skill level—Military Specialty Code (e.g., MOS 71L20)
2. Complete MOS title (e.g., Administration Specialist)
3. Period in which MOS was held (e.g., 10/73 - 1/74)
4. MOS test score (e.g., 78) *NOTE:* Score of 70 or higher is needed to be awarded credit.
5. Date of MOS test (e.g., 2/74) *NOTE:* Credit is awarded only for MOS tests taken between 10/73 - 12/76.

Required Official Documentation—Army Warrant Officer Military Occupational Specialties (MOS)

Those making application for credit for their Army warrant officer military occupational specialties (MOS) must request that the following official documentation, to verify that they have successfully held an Army warrant officer MOS, be sent to the Registrar of the Regents External Degree Program:

Active Duty Personnel:

DD Form 295, Application for the Evaluation of Educational/Learning Experiences During Military Service (Section on Major Service Jobs or Billets) or Section on Military Occupational History

Veterans:

DD Form 214, Armed Forces of the United States Report of Transfer or Discharge

Or the following form may be submitted by active duty personnel *or* veterans: DA Form 67-7, Officer Evaluation Report (OER)

The applicant for credit must make certain that all of the following information about his or her Army warrant officer MOS's is included on the form submitted:

1. Warrant Officer MOS number and skill level—Military Specialty Code (e.g., 031A0)
2. Complete MOS title (e.g., Bandmaster)
3. Period in which Warrant Officer MOS was held (e.g., 10/73 - 1/74)
4. Warrant Officer MOS efficiency rating (e.g., 30)
   NOTE: Score of 15 or higher is needed to be awarded credit. The efficiency rating can be found on Form 67-7, bottom left hand side.
5. Date of Warrant Officer efficiency rating (e.g., 10/73)

Required Official Documentation - Navy Enlisted Ratings (NER)

Those making application for credit for their Navy enlisted ratings (NER) must request that the following official documentation be sent to the Registrar of the Regents External Degree Program to verify that they have successfully held a Navy NER:

Active Duty Personnel:

DD Form 295, Application for the Evaluation of Educational/Learning Experiences During Military Service (Section on Major Service Jobs or Billets) or section on Military Occupational History

Veterans:

DD Form 214, Armed Forces of the United States Report of Transfer or Discharge

Or the following form may be submitted by active duty personnel *or* veterans: NAVPERS 1070/604, Navy Occupation/Training and Awards History (Usually Item 7 or 8)

NOTE: This form is often referred to as Page 4 of the service record.

SEE PAGE 35 FOR INFORMATION ON HOW TO OBTAIN THE ABOVE REQUIRED DOCUMENTATION.

The applicant for credit must make certain that all of the following information about his or her Navy Enlisted Rating (NER) is included on the form submitted:

1. Navy General Rate or Rating—Military Specialty Code (e.g., QM1)
2. Complete General Rate or Rating Title (e.g., Quartermaster, First Class)
3. Advancement or Passed-but-not-advanced (PNA) date (e.g., 6-71)
   NOTE: 6-71 is the earliest advancement or PNA date for which credit can be awarded.

OBTAINING OFFICIAL DOCUMENTATION OF MILITARY SERVICE SCHOOL COURSES AND OCCUPATIONAL SPECIALTIES

The forms required to provide official documentation of military service schools completed, Army enlisted and warrant officer military occupational specialties (MOS) and Navy enlisted ratings (NER), as specified in the preceding pages, can be requested from the following sources and should be sent directly to the Regents External Degree Registrar. Forms submitted by students cannot be accepted by the Registrar.

Active Duty Personnel—all branches of the Armed services:
The Education Services Officer at the installation to which the person is assigned.

Veterans—all branches of the Armed Services:
General Services Administration
National Personnel Records Center (Military Personnel Records)
9700 Page Boulevard
St. Louis, Missouri 63132

National Guard Personnel:
The National Guard unit to which the person is assigned.

Reserve Personnel:
The Educational Services officer at the installation to which the person is assigned, except as noted below:

Army Reservist or Retired Personnel:
U.S. Army Reserve Component and Administrative Center (TAGO)
9700 Page Boulevard
St. Louis, Missouri 63132

Navy Reservist (Non-drilling) or Retired Personnel:
Naval Reserve Personnel Center (Code 41)
4400 Dauphine Street
New Orleans, Louisiana 70146

DEFENSE LANGUAGE INSTITUTE COURSES

Resident language courses completed at the Defense Language Institute will be awarded credit as recommended by the Office on Educational Credit and Credentials (OECC) of the American Council on Education upon receipt of an official transcript by the Registrar of the Regents External Degree Program from the Defense Language Institute. The required official transcript can be obtained from:

Defense Language Institute
West Coast Branch
Presidio of Monterey
Monterey, California 93940

ATTN: Registrar—ATFL-DS-AR

COMMUNITY COLLEGE OF THE AIR FORCE

The Regents External Degree Program now recognizes the evaluation process of the Community College of the Air Force (CCAF) and awards credit in accordance with the recommendations established by the CCAF for Technical Training School courses.

Community College of the Air Force (CCAF) credit recommendations supercede those included in the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services,* except in cases for which CCAF makes no recommendation.

Enrolled candidates who have completed Technical Training School courses should have official CCAF transcripts forwarded to the Regents External Degree Registrar for evaluation.

4. SPECIAL ASSESSMENT

A Special Assessment is an individualized examination. Through Special Assessment a person can be awarded credit for college-level learning for which a standardized proficiency examination is not appropriate. Special Assessments are available only to persons enrolled in the Regents External Degree Program or the Regents Credit Bank.

A Special Assessment is a test. The knowledge and skills evaluated generally correspond to those taught in a course or series of courses at the college level. Each Special Assessment is individually arranged and the content covered mutually agreed upon prior to the actual examination. An Assessment is usually limited to content taught within a single academic department. A person seeking credit for learning in more than one area must apply for a separate Special Assessment in each area.

There is no restriction on how the learning evaluated by a Special Assessment may have been obtained, although on-the-job training, formal course work, and independent study have been the most common ways. It is important to note that Special Assessment credit is not given simply for life experience or work experience, as such. If the experience resulted in the learning of college-level material, however, it is possible to gain credit for that learning through a Special Assessment.

Typical of the subject areas in which Special Assessment credit has been awarded are Japanese studies, ceramics, journalism, electronics technology, Hebrew, and creative writing.

Special Assessments are conducted in Albany, New York, by a panel of evaluators. Panel members are experts in the subject area being assessed and usually hold faculty status in the area at a leading college or university. An examination generally includes oral questioning and may also include written sections, demonstrations, performances, or exhibitions of work, depending on the learning being evaluated. Most examinations are conducted during a single day.

A fee of $300 is charged for each Special Assessment. The amount of the fee depends on the field of the assessment and the extensiveness of the specific examination.

With the two exceptions listed below, Special Assessment credit may be applied toward the requirements in any area of any Regents External Degree. Special Assessments may *not* be used to meet the following External Degree requirements:

1. nursing component requirements for any Regents External Degree in nursing.
2. subject area concentration requirements for the Bachelor of Science (business) Regents External Degree with Subject Area Concentration Option.

Appropriate standardized examinations, described elsewhere in this catalog, exist in both these areas.

Additional information and Special Assessment application materials may be obtained by writing:

Coordinator of Special Assessments
Regents External Degree Program
Cultural Education Center, Room 5C03
Albany, NY 12230

5. EVALUATED EDUCATIONAL PROGRAMS OF NONCOLLEGIATE INSTITUTIONS

The Regents External Degree Program of The University of the State of New York will recognize for academic credit educational courses sponsored by certain businesses, industries, government agencies, labor unions, police academies, and other organizations whose primary purpose is not education. Only those educational courses which have been formally evaluated and recommended for credit by the New York State Education Department's Program on Noncollegiate Sponsored Instruction, the American Council on Education's Project on Noncollegiate Sponsored Instruction, The Consortium of the California State University and Colleges, or The Pennsylvania Department of Education can be applied toward a Regents External Degree.

The credit recommendations can be used to meet any of the requirements of the Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Science, and the General Business Option of the Bachelor of Science (business) external degrees. They may also be applied toward the general education requirements of the three nursing degrees, and the general education requirements of the business degree with a subject area concentration. For the professional components of the nursing degrees and the business component of the concentration option of the Bachelor of Science (business) degree, credit for noncollegiate sponsored instruction must be reviewed by the appropriate faculty transcript review subcommittee to determine whether the course content, method of instruction, and evaluation procedures are adequate to waive the Regents External Degree Examination(s) in the corresponding subject areas. Noncollegiate courses submitted for examination waiver must meet the same criteria as college courses, military service schools or other proficiency examinations as described in the "Guidelines for Waiving Regents External Degree Examinations" section of the appropriate degree description, as outlined in the "Degree Programs" portion of this catalog.

In all cases, only official transcripts that come directly to the Registrar from the noncollegiate organization which sponsored the instruction will be accepted and evaluated toward a Regents External Degree.

How to Obtain Information on Evaluated Courses

Credit recommendations established by the New York State Education Department's Program on Noncollegiate Sponsored Instruction have been published in *A Guide to Educational Programs in Noncollegiate Organizations,* issued by that office. Credit recommendations established by the American Council on Education, The Consortium of The California State University and Colleges, and The Pennsylvania Department of Education have been published in *The National Guide to Credit Recommendations for Noncollegiate Courses* published by the American Council on Education. Credit recommendations established after the publication dates are provided through a supplemental advisory service to academic institutions. Since noncollegiate courses are reviewed on an ongoing basis, Regents External Degree candidates are encouraged to contact their employer's personnel or training office or their Regents External Degree Program Advisor to determine which, if any, courses have been evaluated and have been recommended for college credit. Copies of the "Guides" are also available in most reference or adult services sections of public libraries and registrar's or continuing education offices at academic institutions.

When requesting information from Regents External Degree Program staff, specify the name of the sponsoring organization, the title of the course, and when and where it was completed. In many instances credit recommendations will apply to courses offered in specific locations during specific time periods. Candidates should note that these restrictions will be strictly followed by the Registrar when evaluating noncollegiate courses for credit.

Individuals who wish to inquire whether courses at noncollegiate institutions have been evaluated should contact the offices listed below. *It is important to note that individuals cannot submit courses for review which have not already been evaluated by these offices.* Education directors at noncollegiate organizations are also encouraged to contact these offices to explore the possibility of having their education or training programs evaluated to assist employees in obtaining academic credit for their work-related experience. Further information, including evaluation guidelines and criteria, is available from the following:

Program on Noncollegiate Sponsored Instruction
New York State Education Department
Cultural Education Center, Room 5C85
Albany, NY 12230

Tel. (518) 474-8592

Project on Noncollegiate Sponsored Instruction
Office on Educational Credit and Credentials
American Council on Education
One Dupont Circle
Washington, DC 20036

Tel. (202) 833-4772

Program on Noncollegiate Sponsored Instruction
The Consortium of California State University and Colleges
400 Golden Shore
Long Beach, CA 90802

Tel. (213) 590-5695

Program on Noncollegiate Sponsored Instruction
Office of Lifelong Learning
Department of Education
Box 911
Harrisburg, PA 17126

Tel. (717) 783-8228

Apprenticeship Programs

The American Council on Education (ACE) and the New York Program on Noncollegiate Sponsored Instruction have begun making credit recommendations for apprenticeship programs. ACE's Office on Educational Credit and Credentials will establish credit recommendations similar to those made for military service schools and noncollegiate sponsored instruction. The Regents External Degree Program will recognize the college-level credit recommendations for apprenticeship programs made by ACE as well as by the New York Program on Noncollegiate Sponsored Instruction.

Individuals who wish to inquire whether particular apprenticeship programs have been evaluated should contact the offices listed below. It is important to note that individuals cannot submit apprenticeship programs for review which have not already been evaluated by these offices. Education directors at noncollegiate organizations which sponsor apprenticeship programs are also encouraged to contact these offices to explore the possibility of having their education or training programs evaluated to assist employees in obtaining academic credit for their work-related experience. Further information, including evaluation guidelines and criteria, is available from the following:

Program on Noncollegiate Sponsored Instruction
New York State Education Department
Cultural Education Center, Room 5C85
Albany, NY 12230

Tel. (518) 474-8592

Project on Noncollegiate Sponsored Instruction
Office of Educational Credit and Credentials
American Council on Education
One Dupont Circle
Washington, DC 20036

Tel. (202) 833-4772

Some educational courses of the organizations listed below have, to date, been reviewed and recommended for credit under the Program on Noncollegiate Sponsored Instruction of the New York State Education Department as of September 1, 1979. The participating agency which conducted the review is indicated in parenthesis after each organization. Their addresses and phone numbers are provided at the end of the list.

- Academy for Jewish Studies Without Walls (NY)
- Agway, Inc. (NY)
- American Bankers Association—The Stonier Graduate School of Banking (NY) District Council 37 (NY)
- American Institute of Banking—Albany Chapter (NY)
    - Buffalo Chapter (NY)
    - Nassau County Chapter (NY)
    - New York City Chapter (NY)
    - Rochester Chapter (NY)
    - Washington, D.C. Chapter (ACE)
    - Westchester County Chapter (NY)
    - Correspondence Program (ACE)
- American Institute for Property & Liability Underwriters/Insurance Institute of America (PA)
- American Jewish Committee (NY)
- American Sterilizer Company (AMSCO) (PA)
- American Telephone and Telegraph—New York City (NY)
    - White Plains (NY)
    - Long Lines (NY)
- AMF Incorporated (NY)
- Anaheim Savings and Loan Association (CA)
- Arthur Andersen & Company (NY)
- Atlantic Richfield Company (CA)
- Baltimore City Police Department (ACE)
- Bank Administration Institute (CA)
- Bank of America—California (ACE)

—Bell of Pennsylvania/Diamond State Telephone (PA)
—Bernard Fineson Developmental Center (NY)
—Biological Photographic Association, Inc. (NY)
—Blue Cross/Blue Shield of Greater New York (NY)
—Blue Cross of Northern California (CA)
—Booth Memorial Medical Center (NY)
—Boy Scouts of America (ACE)
—California Department of Forestry—Fire Academy (CA)
—California Department of General Services (CA)
—California Employment Development Department (CA)
—California State Police (CA)
—Center for Human Services Training, Inc. (NY)
—Central Labor Rehabilitation Council of New York, Inc. (NY)
—Chautauqua Institution (NY)
—City of Albany Department of Human Resources (NY)
—City of Sacramento, Department of Personnel-Employee Services Division (CA)
—City of Yonkers Office of Employment and Training (NY)
—City of Yonkers Police Department (NY)
—Collins Food International (CA)
—Communication Workers of America (ACE)
—Consolidated Edison Company of New York, Inc. (NY)
—CONTACT—Syracuse, Inc. (NY)
—Continental Telephone Corporation (ACE)
—Corning Glass Works (NY)
—County of Monroe, Office of Employment and Training (NY)
—County of Sacramento (CA)
—Crocker National Bank (ACE)
—Culinary Institute of America (NY)
—Dana Corporation (ACE)
—Defense Contract Audit Agency (ACE)
—Digital Equipment Corporation (ACE)
—Dresser Industries, Inc. (ACE)
—Drug Enforcement Administration (National Training Institute) (ACE)
—Eastern Massachusetts Association of Land Surveyers, Inc. (NY)
—Eastman Kodak Company (NY)
—Electrical Workers Local 26 of the International Brotherhood of Electrical Workers and the Washington, D.C. Chapter of The National Electrical Contractors Association, Joint School (ACE)
—Equitable Life Assurance Society of the United States (NY)
—Family Day Care Training Center at Red Hook (NY)
—Federal Aviation Administration (Airways Facilities Training Program) (NY)
—Federal Aviation Administration (Management Training School) (ACE)
—Federal Law Enforcement Training Center (ACE)
—Federal Reserve Bank of New York (NY)

- Fireman's Fund and Insurance Companies (CA)
- Florida Bankers Association—Florida School of Banking (ACE)
- Fluor Corporation (ACE)
- General Dynamics—Pomona Division (ACE)
- General Electric Company, Philadelphia, PA (PA)
- General Electric Company, Schenectady, NY (NY)
- General Electric Medical Systems (ACE)
- General Motors Corporation (ACE)
- General Telephone Company of California (CA)
- Geneseo Campus United Ministry (NY)
- Graduate School of Banking at the University of Wisconsin-Madison (ACE)
- Grumman Aerospace Corporation (NY)
- Harbor General Hospital (ACE)
- Harry Lundeberg School (ACE)
- Health Insurance Association of America (ACE)
- Holiday Inn's, Inc. (ACE)
- Holiday Inn University (ACE)
- Hotel Association of New York City, Inc. (NY)
- Institute of Financial Education (ACE)
- Insurance Education Association (ACE)
- Insurance Institute of America (ACE)
- International Brotherhood of Electrical Workers—Local 26 (ACE)
  - —Local 441 (ACE)
- International Center of Photography (NY)
- International Claim Association (NY)
- International Union of Operating Engineers Local 57 (ACE)
- Jefferson County Employment and Training Administration (NY)
- Jerrico Corporation (ACE)
- Jet Propulsion Laboratory (ACE)
- John Hancock Mutual Life Insurance Company (ACE)
- Juvenile Justice Center of Pennsylvania (PA)
- Kaiser Permanent Medical Care Program (CA)
- Knight-Ridder Newspapers (ACE)
- Lenox Hill Hospital (NY)
- Life Office Management Association (NY)
- LINK, Inc. (NY)
- Literacy Volunteers of Connecticut, Inc. (NY)
- Literacy Volunteers of New York State, Inc. (NY)
- Lockheed Missiles and Space Company, Inc. (CA)
- Manufacturers Hanover Trust Company (NY)
- Marine Midland Bank (NY)
- Mattell Toy Company (CA)
- McGraw-Hill, Inc. (NY)
- Merrill Lynch and Company (NY)
- Misericordia Hospital Medical Center (NY)
- Mobil Oil Corporation (NY)

—Nassau County Department of Drug and Alcohol Addiction (NY)
—Nassau County Police Department (NY)
—Nassau County Joint Apprenticeship and Training Committee for the Electrical Industry (NY)
—National Affiliation for Literacy Advance (ACE)
—National Electrical Contractors Association—Orange County (ACE)
—Washington, D.C. (ACE)
—National Institute on Drug Abuse (ACE)
—National Institute of Mental Health (ACE)
—National Joint Apprenticeship and Training Committee for the Electrical Industry (NY)
—National Secretaries Association (ACE)
—National Security Agency (ACE)
—National Union of Hospital and Health Care Employees, District 1199C (PA)
—National Weather Service Technical Training Center (ACE)
—New Rochelle Hospital Medical Center (NY)
—New York Botanical Garden (NY)
—New York City Department of Employment (NY)
—New York City Police Department (NY)
—New York Community Training Institute, Inc. (NY)
—New York Council on Alcoholism, Inc.—ACCEPT (NY)
—New York Hotel and Motel Trades Council, AFL-CIO (NY)
—New York Institute of Credit (NY)
—New York State Assembly (Legislature) (NY)
—New York State Association of Realtors, Inc. (NY)
—New York State Bankers Association (NY)
—New York State Commission of Corrections (NY)
—New York State Department of Civil Service (NY)
—New York State Department of Correctional Services (NY)
—New York State Department of Labor (NY)
—New York State Department of Mental Hygiene (Letchworth Village Developmental Center) (NY)
—New York State Department of Motor Vehicles (NY)
—New York State Department of Social Services (NY)
—New York State Department of State (NY)
—New York State Division of Criminal Justice Services-Bureau for Municipal Police (NY)
—New York State Division of State Police (NY)
—New York State Office of Drug Abuse Services (NY)
—New York Telephone Company (NY)
—Niagara County Manpower Development and Training Department (NY)
—Opportunities Academy of Management Training, Inc. (PA)
—Orange County Electrical Joint Apprenticeship and Training Trust (ACE)
—Pepsi-Cola Company (NY)
—Philadelphia Lithographic Institute (PA)
—Picker Corporation (ACE)

—Pittsburgh Psychoanalytic Center, Inc. (PA)
—Play Schools Association, Inc. (NY)
—Polygraph Research Personnel School (ACE)
—Port Authority of New York and New Jersey (NY)
—Port Authority of New York and New Jersey-World Trade Institute (NY)
—Portland Cement Association (ACE)
—Reading Reform Foundation (NY)
—Sacramento, City of (ACE)
—Sacramento, County of (ACE)
—St. Luke's Hospital Center (NY)
—San Diego Employees Association, Inc. (CA)
—School of Banking of the South (ACE)
—Seamen's Church Institute (NY)
—Security Pacific Bank (CA)
—Sheraton Corporation (ACE)
—Southern California Edison Company (CA)
—Southern California Gas Company (CA)
—Southern New England Telephone Company (NY)
—Sperry Division of Sperry Rand Corporation (NY)
—State Bank of Albany (NY)
—State of California Employment Development Department (CA)
—Suffolk County Police Department (NY)
—Texaco, Inc. (NY)
—Trans World Airlines, Inc. (ACE)
—Union Carbide Corporation (NY)
—United Airlines (ACE)
—United Cerebral Palsy Association of New York State, Inc. (NY)
—United New York and New Jersey Sandy Hook Pilots Association (NY)
—United States Department of Agriculture Graduate School (ACE)
—United States Drug Enforcement Administration (ACE)
—United States Environmental Protection Agency (ACE)
—United States Internal Revenue Service (ACE)
—United States Postal Service Training and Development Institute (ACE)
—United States Public Health Service Hospital-Staten Island (NY)
—United States Public Health Service-Indian Health Service (ACE)
—Vassar Brothers Hospital (NY)
—Vetco Offshore, Inc. (CA)
—Western Electric (Bell System Training Center) (NY)
—Westinghouse Electric Corporation (PA)
—Xerox Corporation—Rochester (NY)
—Xerox Corporation (International Center for Training and Management Development) (ACE)
—Young Men's Christian Association of Metropolitan Los Angeles (ACE)
—Young Women's Christian Association (ACE)
—Young Women's Christian Association of the City of New York (NY)

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(NY) Program on Noncollegiate Sponsored Instruction
New York State Education Department
Cultural Education Center - 5C85
Albany, NY 12230 Tel. (518) 474-8592

(ACE) Program on Noncollegiate Sponsored Instruction
Office on Educational Credit and Credentials
American Council on Education
One Dupont Circle
Washington, D.C. 20036 Tel. (202) 833-4470

(CA) Program on Noncollegiate Sponsored Instruction
Coordinator of Competency Assessment and Evaluation
The Consortium of the California State University and Colleges
400 Golden Shore
Long Beach, CA 90802 Tel. (213) 590-5696

(PA) Program on Noncollegiate Sponsored Instruction
Office of Lifelong Learning
Department of Education
Box 911
Harrisburg, PA 17126 Tel. (717) 783-8228

6. FEDERAL AVIATION ADMINISTRATION (FAA)–FORMERLY CIVIL AERONAUTICS ADMINISTRATION (CAA)–AIRMAN CERTIFICATES

Regents External Degree candidates who hold Federal Aviation (FAA) Airman Certificates for piloting aircraft can receive credits for such certificates. (This also applies to certificates issued by the predecessor agency, the Civil Aeronautics Administration—CAA.) The credits can be applied only to the ELECTIVE requirements of any appropriate Regents External Degree Program.

Credits are assigned according to the following table:

Table 4

SEMESTER HOURS OF CREDIT AND LEVELS OF CREDIT FOR AIRMAN CERTIFICATES

Airman (Pilot) Certificate	Semester Hours of Elective Credit	Level of Credit
Private	4	Elementary (EL)
Commercial	6	Beyond Elementary (BE)
Instrument	6	Beyond Elementary (BE)
Multiengine	2	Beyond Elementary (BE)
Flight Instructor	2	Beyond Elementary (BE)

The credits listed are for each specific certificate, but may be cumulated for candidates holding more than one certificate. For example, an individual with a Commercial Certificate must have previously obtained a Private one, and, therefore, would earn 10 elective credits in the Regents External Degree Program.

For candidates to have these credits entered on their transcripts, they must supply the following information to the Regents External Degree Registrar:

1. Name, Social Security number, address, birth date
2. Name and number of the certificate

The candidate should *not* request the FAA to send the Regents External Degree Registrar such information. A Transcript Evaluator in the Registrar's office will verify the information supplied by the candidate.

7. A COMBINATION OF THESE WAYS

Candidates may use any appropriate combination of the above ways of earning credit in fulfilling the degree requirements of the particular program in which they are enrolled.

Duplication of Credit

The completion of more than one examination or course at the same level of difficulty and in the same subject area is considered duplication of credit, and only one such test or course can be counted for credit toward a Regents External Degree. For example, the New York College Proficiency Examination Program's (CPEP) examination in College Composition is equivalent to the College-Level Examination Program's (CLEP) General Examination in English Composition. The completion of both of these examinations is considered duplication, and only one test would be counted for credit.

CLEP General Examinations, however, may be combined with other subject area proficiency examinations and/or courses. This would not be considered duplication of credit since the CLEP General Examinations test calls for general knowledge in breadth, while single subject examinations and college courses cover depth of knowledge in discrete subject areas. The only exception to this is the English Composition subject area: no more than 6 credit hours in English Composition will be awarded toward a Regents External Degree regardless of the number of examinations and/or courses completed.

Candidates are cautioned that duplication is especially likely in the case of the comprehensive examinations such as Graduate Record Examination Advanced Tests and the UAP Field Tests. These examinations duplicate most credits earned otherwise at the elementary, beyond elementary and advanced levels.

Sometimes military courses, MOS's or FAA credits are duplicative of college credits. For example, Physician Assistant (PA) credits earned in military courses duplicate PA credits earned at certain colleges. Also, military courses, MOS's, and FAA credits sometimes duplicate each other.

Questions regarding credit duplication are sometimes complicated and enrolled candidates are encouraged to seek advice from the Regents External Degree Program Registrar on such matters.

Use of Credit for Two Degrees on the Same Level

At the associate degree level, if a candidate already has an arts or sciences degree (Associate in Arts or Associate in Science), or a technical or professional associate degree, A.S. (nursing) or A.A.S. (nursing), and wishes to earn a second degree in arts or sciences, 45 semester hours of credit from the first degree may be applied to the second. At least 15 new credits must be earned for the second degree, and distribution requirements must be met.

If a candidate has an associate degree in arts or sciences and wishes to earn a technical or professional second associate degree, e.g., A.S. (nursing) or A.A.S. (nursing), the arts and science credits from the first degree may be used to satisfy the General Education requirements of the second degree, leaving the professional component to be completed.

At the baccalaureate level, the Regents External Degree Program will not award more than one degree in the arts and sciences (Bachelor of Arts or Bachelor of Science) to the same individual, in accordance with New York State Education Department policies governing the awarding of degrees. However, it is possible to earn a B.A. or B.S. degree with more than one subject concentration, each of which will be designated on the student's transcript.

An individual who has previously earned a bachelor's degree at another institution and who wants to earn a Regents External Bachelor of Arts or Bachelor of Science degree in a different area may do so. Such candidates should write to the Regents External Degree Office for the policy statement explaining the use of credit in these cases. Generally, 90 semester hours from the first baccalaureate will be accepted toward the second baccalaureate with us. This leaves at least 30 semester hours of credit to be completed in the Regents External Degree Program, and both distribution requirements and course level requirements must be satisfied.

Arts and Science credits from a first baccalaureate degree may be applied to the General Education requirements of a technical or professional bachelor's degree, e.g., B.S. (business) or B.S. (nursing).

Grading

The Regents External Degree Program requires an overall "C" average or 2.0 cumulative grade point average for completion of a degree. (Minimum acceptable grades for examinations are detailed in the "Ways of Earning Credit" section of this catalog.) Grades of "D" will be accepted toward a Regents External Degree as long as they are balanced by enough grades of "B" or better to produce a "C" average. However, for the professional component of all three external nursing degrees and for both options of the Bachelor of Science (business) degree, only grades of "C" or better will be accepted. Only those course and examination grades that a candidate specifies will be recorded on an external degree Status Report or transcript.

Computing a Numerical Academic Average

The Regents External Degree Program uses a grading system in which A=4.0, B=3.0, C=2.0, and D=1.0. The letter grades of all college courses and/or proficiency examinations which qualify for credit toward a Regents External Degree are converted to this system for purposes of computing grade point averages (GPA). Unacceptable are "F's" and other failing grades. Plus and minus signs are not recognized, so that "A+" and "A−" are both recorded as "A". Courses and examinations reported on a Pass-Fail or standard score system are not included in computing the cumulative grade point average. Transcripts composed entirely of "Pass" grades will be considered as meeting the required 2.0 average for a degree.

College grades such as numerical grades or "H" for honors will be shown as "Pass" on status reports and transcripts.

A baccalaureate degree candidate must have a 2.0 grade point average overall and in a subject concentration, if the person has one.

Degree candidates may delete credits to raise their GPA's as long as the deletions do not affect the completion of all degree requirements. Candidates should consult the Registrar if they intend to pursue this option.

Grade point averages cannot be rounded off. For example, a 1.98 GPA will not be rounded off to 2.0.

Computations of Grade Point Average—The Regents External Degree Program's grade point average is based on the four-point scale mentioned above. To compute a grade point average:

1. Compute the quality points earned for each course or examination (except those noted above) by multiplying the number of semester hours of credit associated with the course by the numerical equivalent of the grade earned in the course. Numerical equivalents are:
   A=4, B=3, C=2, D=1.

EXAMPLE:

Grade Received	Numerical equivalent of grade	Semester hours of credit	Quality points
B	3	4	12
A	4	3	12
C	2	3	6
D	1	2	2
		12	32

$$\begin{array}{rl} 2.666 & = \; 2.67 = \text{G.P.A.} \\ 12\,\overline{)\,32.000} & \\ \underline{24} & \\ 80 & \\ \underline{72} & \\ 80 & \\ \underline{72} & \\ 8 & \end{array}$$

STATUS REPORTS AND TRANSCRIPTS

When enrolled degree candidates successfully complete courses or proficiency examinations that they wish to have applied for credit toward their degree programs, they should request the appropriate institution or testing agency to forward an official transcript to the Registrar of the Regents External Degree Program. Official transcripts received by the Registrar will be evaluated and the degree candidate will receive a Status Report. The Status Report will indicate the candidate's progress in meeting degree requirements. Sample Status Reports appear in this catalog after each degree description.

Status Reports differ from transcripts in that they provide a cumulative record of a candidate's progress toward a degree. They are used to inform candidates of their current degree "status." Transcripts, on the other hand, are official records of a candidate's performance which are sent out, at the candidate's request, to colleges, employers, or other designated agencies.

TRANSCRIPT PROCEDURES

Incoming Transcripts

Transcripts that are to be evaluated for credit toward a Regents External Degree must come directly from the issuing institution to be considered for credit, except for NCFA contract-for-degree students who may have their transcripts forwarded directly by their NCFA Advisors. Unofficial or student copies of transcripts are not acceptable. After enrolling in the Regents External Degree Program and receiving instructions from the Registrar, candidates should write directly to the college(s), testing agencies (including the American College Testing Program), or appropriate military agencies to request that official copies of their transcripts be forwarded to the Regents External Degree Registrar. (See "Ways of Earning Credit" section.)

All transcripts to be evaluated for credit, regardless of when the course(s) or examination(s) was completed, should be forwarded to the following address:

Registrar
Regents External Degrees
The University of the State of New York
Cultural Education Center—Room 5D28
Albany, NY 12230

Outgoing Transcripts

Official University of the State of New York transcripts will remain permanently on file in the Registrar's Office for those individuals who have earned credit toward a Regents External Degree or who have established a Regents Credit Bank record. Individuals may request official copies to be forwarded to institutions, or request student copies, by completing a Transcript Request Form which can be obtained from the Registrar's Office. There is no fee for this service.

ACADEMIC APPEALS PROCEDURE

Those enrolled in a Regents External Degree program may appeal staff decisions regarding their programs. All appeals should be made in writing, to the Registrar's Office, which will forward them to the appropriate person or faculty committee for consideration.

FINANCIAL INFORMATION

COSTS–Degree Programs

Enrollment Fee for Degrees	$125
Annual Records Maintenance Fee	
Associate degrees	$ 50
Bachelor degrees	$ 75
Graduation Fee	$ 25

The enrollment fee entitles degree candidates to an unlimited number of evaluations and transcripts, and it defrays the normal record-keeping and administrative costs of the Registrar's Office.

The Annual Records Maintenance Fee has been established to defray the costs of maintaining a degree candidate's file beyond the first year of enrollment. This fee is billed April 1 to candidates enrolled prior to October of the previous year. The student who chooses to meet degree requirements over a period of several years will be assessed this fee annually to help cover the maintenance of the candidate's academic record and the issuance of periodic Status Reports and Transcripts. To maintain "Active Status," that is, to be eligible for evaluation of transcripts, test score reports, and other materials beyond the first year of enrollment, a candidate must pay the Annual Records Maintenance Fee according to the above schedule. All candidates who do not pay the Annual Records Maintenance Fee by April 30 will be classified as "Inactive" and will not be eligible to receive any further Program services until the fee is paid. Inactive candidates can reactivate their student status by paying their previously owed fees. Candidates who owe $125 or more in fees can re-enroll and submit the $125 enrollment fee instead. No candidate will be required to pay more than the enrollment fee to reactivate his or her status.

Individuals who decide to complete degree requirements by using proficiency examinations must assume the additional cost of the examinations. These fees are paid directly to the agency administering the test at the time a candidate registers for a specific examination. Fees vary from examination to examination and agency to agency: therefore, the candidate should contact directly the agencies mentioned earlier in this section for specific cost details. Those who decide to complete degree requirements through college courses must assume those costs also.

Total cost of an external degree program will vary, depending on the amount of work to be completed and the means employed (examination, regular college courses, and so forth). The cost of a degree taken entirely by examination is between $400 and $1,700. Fees for the Regents External Degree Examinations and College Proficiency Examinations are listed in Part III of this catalog.

COSTS–The Regents Credit Bank

Enrollment Fee for Credit Bank	$125
Annual Records Maintenance Fee	$ 50

The Credit Bank Enrollment Fee provides, over a two-year period, evaluations of all college-level work undertaken by an individual and a comprehensive transcript of such work, which will be sent free of charge to any institution or agency.

The Credit Bank Maintenance Fee is $50, billed every year after the first two years.

Those who enroll in a Regents External Degree Program should *not* enroll in the Regents Credit Bank, since the services provided by the latter are automatically provided to those enrolled in a Regents External Degree Program.

Refund Policy

All Regents External Degree Program enrollment and annual records maintenance fees are non-refundable.

Fees for College Proficiency Examination/Regents External Degree Written Tests are refundable as follows:

1. If a person withdraws, in writing, up to 10 days before an examination is to be given, 100% of the fee will be refunded.
2. If a person withdraws less than 10 days before an examination is to be given, there will be no refund.

Fees for Regents External Degree nursing performance examinations ***are not*** *refundable.*
(i.e., Clinical Performance in Nursing Examination, Health Assessment and Teaching Performance Examination, Professional Performance Examination and Special Assessment)

STUDENT FINANCIAL AID

CANDIDATES WHO INTEND TO APPLY FOR ANY FORM OF FINANCIAL AID SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Limited financial aid is available through the Regents External Degree Program and is generally administered on a reimbursement basis. Students who meet the financial and academic requirements are eligible for aid as described below. For all financial aid programs, except Veterans Administration Educational Benefits (VA) and Navy Tuition Assistance, the academic year begins July 1 of each year. Since the Regents External Degree Program does not have semesters, the academic year has been divided into the following two certification terms:*

July 1-December 31=Fall Term
January 1-June 30=Spring Term

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*See VA and Navy Tuition Assistance sections for their certification dates.

For aid programs which require full-time status, a student must enroll for a minimum of 12 semester hours per half-yearly certification term; for half-time status, one must enroll for a minimum of 6 semester hours. These academic requirements may be met by taking any combination of college courses and proficiency examinations which equals the total hours of credit specified. To be eligible for aid, students must be in good academic standing which is defined as maintaining an overall 2.0 (C) or better grade point average. In addition, students must make satisfactory progress in the course of study being pursued. Satisfactory progress is defined as the successful completion of at least 6 semester hours per six-month certification term.

Applicants for all financial aid programs, except VA and Navy Tuition Assistance, must file annual study plans with the Regents External Degree Financial Aid Office no later than July 1 of each academic year. Students applying for the spring term only, must file a student study plan no later than January 1. On study plans, students must list, in detail, how they will earn credits. For example, if a student plans to take two college courses and two proficiency examinations in the fall term, he or she must list the exact course titles and numbers, examination titles, name of college, name of testing agency, number of credits, and tuition and fees incurred. Students who are unsure of their degree program requirements should contact their advisor for guidance. Incomplete student study plans will not be accepted by the Financial Aid Office.

IMPORTANT: Students who receive financial aid awards must fulfill the terms of their award. Specifically, financial aid recipients are obligated to enroll in and complete all courses and/or proficiency examinations listed on their study plan. To verify completion of their studies, students must submit to the Financial Aid Office course or examination transcripts within 60 days of the last day of each term. Students who do not submit transcripts, or fail to complete their studies, will be in violation of the terms of agreement of their award, and will not receive any further financial assistance. In cases where students have already received an award, they will be required to repay the funds to The University of the State of New York.

Students applying for independent (emancipated) status for the purposes of receiving aid must meet state and federal criteria for emancipation and must demonstrate clearly that they have fully supported themselves for an entire year *prior* to their application. Any questions regarding independent status should be directed to the Financial Aid Office.

FEDERAL PROGRAMS

Basic Educational Opportunity Grants (BEOG)

CANDIDATES WHO INTEND TO APPLY FOR BEOG SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

The Basic Educational Opportunity Grant is administered on a reimbursement basis. Students must pay their expenses initially and may be partially reimbursed by a Basic Grant.

Eligibility for and Length of Benefits: The Basic Educational Opportunity Grant Program is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicant must be enrolled as an undergraduate student, at least on a half-time basis, in the Regents External Degree Program and must need financial assistance to continue his/her education.

Financial aid is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education and is reviewed annually by Congress. The student eligibility index is calculated by this formula.

Basic Grant awards are paid for up to four years of study.

Award Schedule: Depending upon the mode of study, the amount of the award cannot exceed more than one-fourth to one-half of the student's cost of attendance. Applicants are required to list their annual costs of attendance on the Regents External BEOG Study Plan and submit it to the Financial Aid Office no later than July 1 for the fall and January 1 for the spring. Basic Grant awards in the Regents External Degree Program averaged $300 per student in 1978-79.

Application Procedures: Basic Grant applications are available through the Regents External Degree Program Financial Aid Office. In addition, applicants must file a Regents External Degree Financial Aid Application and BEOG Student Study Plan. Study plans must be filed no later than July 1 for each academic year. Candidates applying for the Spring term only must file Student Study Plans no later than January 1. Students *must* submit proof of course or examination registration *before* their application will be processed. No awards will be made to students prior to course or examination registration.

The completed BEOG application should be submitted for processing according to the directions on it. A calculated Student Eligibility Report (SER) will be sent to the applicant. If the applicant is eligible for an award, he or she should submit all three copies of the Student Eligibility Report to the Financial Aid Office. The Financial Aid Office will determine the appropriate award based upon the applicant's Student Eligibility Report and educational expenses as outlined in the Regents External Degree Student Study Plan. Funds are paid directly to the applicant as soon as proof of course or examination registration is submitted. BEOG awards are not duplicative of State awards.

Rights and Responsibilities of Recipients: Students must complete all courses and examinations listed on their study plans. Students who do not complete their study plans will be in violation of the terms of agreement of their award and will be required to repay the award to The University of the State of New York. In addition students must continue to make satisfactory academic progress in the program in which they are enrolled. Satisfactory academic progress is defined as maintaining an overall 2.0 grade point average and successfully completing 6 semester credits per certification term. The student must not owe any refunds on Basic Grant or other awards paid, or be in default on repayment of any student loan obtained through the Regents External Degree Program.

Before receiving payment, the student must submit proof of course or examination registration and sign an affidavit that all money received will be used for the costs of attendance only. This affidavit is included on the Regents External Degree Financial Aid Application which can be obtained from the Financial Aid Office.

Award payments made by check must be acknowledged by the student within a reasonable time. The institution will notify the student of the availability of the award check, and where it is being held.

Veterans Administration (VA) Educational Benefits

CANDIDATES WHO INTEND TO APPLY FOR VA BENEFITS SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Veterans Administration (VA) Educational Benefits is a reimbursement program. That is, students must pay their expenses initially and will be reimbursed by the VA. Advanced payment is not available.

The Regents External Degree Program is approved by the New York State Education Department for the collegiate education of active duty personnel and veterans.

Active duty personnel, and veterans who are enrolled on a less than half-time basis, are eligible for "cost of education benefits." "Cost of eduction benefits" include tuition and fees, but do not include any allowance for room and board.

Veterans who are enrolled between half-time and full-time are eligible for a room and board allowance as part of their subsistence (which includes "cost of education benefits"), *provided* that more than half of the total credits they carry in a certification period are earned in "residence study." "Residence study" is defined as course work requiring classroom attendance.

Eligibility for Benefits: Persons who served over 180 days between January 31, 1955 and January 1, 1977, and: (1) continue in active duty, (2) were honorably discharged at the end of their tours of duty, or (3) who qualify because of service-connected disabilities, are eligible for benefits. Eligibility extends for 10 years after release, but not after December 31, 1989. Children, spouses, and survivors of veterans whose deaths or permanent total disabilities were service-connected, or who are listed as missing in action may be eligible for postsecondary education benefits under the same conditions as veterans.

Application Procedures: Application forms are available at all VA offices, active duty stations, and American Embassies. Completed application forms should be sent to the Regents External Degree Registrar. In addition, candidates must submit a "Letter of Intention" (obtained from the Regents External Degree Program) to the Registrar. Candidates are required to list their study plans and expenses in the Letter of Intention. All studies must be applicable to the candidate's Regents External Degree Program. Educational expenses approved for benefits include: course tuition at approved regionally accredited colleges, College Proficiency Examination and Regents External Degree Examination (known as ACT PEP outside New York State) fees, Regents External Degree Enrollment Fee*, Annual Records Maintenance Fee*, and Graduation Fee*.

*NOTE: Enrolled candidates who wish to claim benefit coverage for the Regents External Degree enrollment, annual records maintenance or graduation fee must take a New York College Proficiency or Regents External Degree Examination (administered outside New York State as ACT PEP tests) in the same quarterly certification period in which the fee is due. Examinations taken prior to enrollment cannot be used to claim benefits. Quarterly certification periods are as follows:

February 19—May 18
May 19—August 18 = Spring term
August 19—November 18
November 19—February 18 = Fall term

Applications are forwarded to the VA four times a year: Feb. 26, May 26, Aug. 26, and Nov. 26. All necessary documentation must be received by the Regents External Degree Registrar one week prior to these quarterly processing dates. Otherwise, the claim will not be processed until the following quarter.

Candidates may file for benefits at any time within one year of the commencement date of a course or of the proficiency examination administration date. There are no retroactive benefits. Studies completed prior to enrollment cannot be claimed.

Rights and Responsibilities of Recipients: Candidates must complete at least one course or proficiency examination within a specified certification period to be eligible for benefits. In addition, candidates must make satisfactory academic progress, which is defined as earning a minimum of 6 semester hours of credit per spring or fall term for which they request coverage.

Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

Educational and vocational counseling will be provided by the VA on request.

Navy Tuition Assistance

CANDIDATES WHO INTEND TO APPLY FOR NAVY TUITION ASSISTANCE SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Navy students enrolled in the Regents External Degree Program are eligible to receive Navy Tuition Assistance to pay 75 per cent of the following educational expenses: New York State College Proficiency and Regents External Degree Examinations (administered as ACT PEP outside of New York), Undergraduate Assessment Program Field Tests, Graduate Record Examinations—Advanced Tests, and tuition for courses completed at regionally accredited colleges and universities.

Application Procedures: Navy Tuition Assistance Applications are available from Navy Education Counselors. Students must also obtain a written statement from the Regents External Degree Registrar acknowledging official enrollment. Students should submit the application form and official letter of enrollment to their Commanding Officer for approval. The authorization is returned to the student who presents his/her portion (25 per cent) and the authorization to the institutional officials at the time of the course or examination registration.

NOTE: New York Regents External Degree and College Proficiency Examinations (known as ACT PEP examinations in other states) are administered by DANTES. ACT PEP or the base DANTES Test Control Officer should be contacted for test fee information.

NEW YORK STATE PROGRAMS

The following New York State Financial Aid Programs are available to New York State residents through the Regents External Degrees:

Tuition Assistance Program (TAP)

CANDIDATES WHO INTEND TO APPLY FOR TAP SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

A Regents External Degree candidate who is a resident of New York State and is pursuing a full-time program of study (minimum 12 semester hours of credit per half-yearly certification term) may apply for a TAP award to cover *tuition costs* (including Regents External Degree enrollment and annual records maintenance fees, proficiency examination fees, and course tuition incurred during the period of the award) up to a maximum of $1,800 per year depending upon income. Students must pay expenses initially and will be reimbursed after completion of the term.

Eligibility for Benefits and Length of Benefits: The Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be a New York State resident and a U.S. citizen or permanent resident alien; (2) be enrolled full-time and matriculated in the Regents External Degree Program; (3) have, if dependent, a family net taxable income below $20,001, or if independent and single with no tax dependents, a net taxable income below $5,667; and (4) be charged a tuition of at least $200 per year.

The current definition of independent status* is as follows:

(1) 35 years of age or older on July 1, of award year; or

(2) 22 years of age or older on July 1, of award year and not:

  (a) resident in any house, apartment or building leased by parents for more than 2 consecutive weeks during the award year or the year prior or subsequent to the award year;

  (b) claimed as a dependent by parents on their Federal or State income tax returns for the same years as (a); and,

  (c) recipient of gifts, loans or other financial assistance in excess of $600 from parents during the same year as (a).

(3) under 22 years of age on July 1, of the award year and meeting all other requirements of (2) above, and in addition able to meet at least one of the following requirements:

  —both parents deceased, disabled or incompetent,

  —receiving public assistance other than Aid to Dependent Children (ADC) or food stamps,

  —ward of a court,

  —unable to ascertain parents' whereabouts,

  —unable, due to adverse family situation, to submit parents' income.

*Independent status under the State definition does not necessarily ensure independent status for Federal aid programs.

Undergraduate students may generally receive TAP awards for four years of study.

Application Procedures: Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255. The application deadline for the 1979-1980 academic year was March 31, 1980. For subsequent academic year deadlines, contact the Higher Education Services Corporation. Application forms will be mailed to all: (1) students who received a TAP grant or Regents Scholarship Award in the previous year; (2) high school seniors who applied for a Regents Scholarship in the previous year; and (3) approved postsecondary institutions and high schools in New York State.

If the applicant has any questions relating to the completing of the application, he or she should contact the Regents External Degree Financial Aid Office.

The Higher Education Services Corporation determines the applicant's eligibility and mails an award certificate directly to the applicant indicating his or her eligibility. The amount of the award will be determined by the applicant's eligibility and education expenses. Applicant education expenses must be indicated on the Regents External Degree TAP Certification Form (Student Study Plan) and submitted to the Financial Aid Office no later than the first day of each certification term. This form is available upon request from the Regents External Degree Program Financial Aid Office.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family's (or independent student's) net taxable income which is defined as total income less tax deductions, certain non-taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full-time in postsecondary study. TAP awards for Spring 1979 Regents External Degree students averaged $290 per student.

Guaranteed Student Loan Program

CANDIDATES WHO INTEND TO APPLY FOR A GUARANTEED STUDENT LOAN SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Eligibility for Benefits: To be eligible for a guaranteed loan a student must be: (1) a U.S. citizen or permanent resident alien; and (2) enrolled in the Regents External Degree Program. All students can receive a fully subsidized loan regardless of income.

Loan Schedule: An undergraduate may borrow up to $1,500 each year for a maximum of $6,000.

Application Procedures: The student should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) and a Regents External Degree Certification Form (Study Plan) and Supplement—

HE-100A from the Financial Aid Office. Both forms should be completed and submitted to the Financial Aid Office for review. All Certification (study plan) Forms must be filed by July 1 for each academic year. Candidates applying for spring only, must file by January 1. The loan application is then returned to the student, who takes it to the lending institution which routes it to the Higher Education Services Corporation. Loan applications generally require 6 to 12 weeks to process.

Rights and Responsibilities of Recipients: A student may borrow at a relatively low interest rate (currently 7 per cent). Students may defer payment if they remain enrolled at least half-time during the nine months following the end of the loan year. Payment of principal may be deferred also for further study under a graduate fellowship program approved by the U.S. Commissioner of Education, for up to three years of active U.S. armed forces service, for up to three years as a full-time Peace Corps or VISTA or similar national program volunteer, or for up to 12 months of unsuccessful search for full-time employment.

If a student applies for an additional loan, application must be made to the original lending institution.

Four months after ceasing to be at least a half-time student, the borrower must make arrangements with the lending institution to begin repayment. The following regulations apply:

(1) Depending on the amount of the loan, the minimum payment will be $30 per month plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.
(2) The maximum repayment period is 10 years.
(3) The maximum period of a loan from date of the original note may not exceed 15 years, excluding authorized deferments of payments.
(4) Repayment in whole or part may be made at any time without penalty.

Regents College Scholarships

CANDIDATES WHO INTEND TO APPLY FOR A REGENTS COLLEGE SCHOLARSHIP SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

These scholarships are designed for New York State residents involved in full-time study toward an undergraduate degree. Recipients are chosen by a competition during the time of their attendance at a secondary school, and receive awards of $250 per year. Scholarships may be used for the Regents External Degree Program. All inquiries concerning the status of a student's Regents College Scholarship should be addressed to the New York State Higher Education Services Corporation (HESC), Tower Bldg., Empire State Plaza, Albany, NY 12255. All study plans must be submitted to the Regents External Degree Program Financial Aid Office by the first day of each certification term.

Regents Grants for Children of Deceased or Disabled Veterans

CANDIDATES WHO INTEND TO APPLY FOR A GRANT FOR CHILDREN OF DECEASED OR DISABLED VETERANS SHOULD WRITE THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

In order to qualify for this grant a Regents External Degree candidate must be engaged in full-time study, a legal resident of New York State, and the child of a person who served on regular active duty in the U.S. Armed Forces during World War I or II, the Korean Conflict or the Vietnam Conflict, and who died or incurred at least a 50 per cent disability as a result of such service. The maximum amount of the award is $450 per year. Application forms may be obtained from the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255.

State Aid to Native Americans

CANDIDATES WHO INTEND TO APPLY FOR STATE AID TO NATIVE AMERICANS SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Applicants must be a member of one of the Native American tribes within New York State to qualify for this scholarship. Full-time students receive an $1,100 award per year for a maximum of four years. Students registered for less than this number will be funded at approximately $46 per credit hour. *State Aid to Native Americans is an entitlement program. There is neither a qualifying examination nor a limited number of awards.* Application forms may be obtained from the Native American Education Unit, New York State Education Department, Albany, NY 12234. In addition, applicants must file a student study plan with the Regents External Degree Program Financial Aid Office no later than July 1 of each academic year.

Office of Vocational Rehabilitation (OVR)

CANDIDATES WHO INTEND TO APPLY FOR FINANCIAL AID FROM THE OFFICE OF VOCATIONAL REHABILITATION SHOULD WRITE TO THE REGENTS EXTERNAL DEGREE FINANCIAL AID OFFICE FOR DETAILED INSTRUCTIONS ON HOW TO APPLY.

Office of Vocational Rehabilitation clients who meet economic need requirements can receive financial assistance for taking College Proficiency and/or Regents External Degree Examinations. Applicants should contact the Regents External Degree Program Financial Aid Office or his or her OVR Counselor for instructions.

CANDIDATE COUNSELING

Candidate counseling is available from the central Program Office and, in New York State, through a network of volunteer advisors. A list of the names and addresses of volunteer advisors is available from the Program Office. For military personnel, the base Education Center can also provide counseling.

Central Office Advisement

Regardless of place of residence, everyone who enrolls in a Regents External Degree program is assigned a Program Advisor and a Transcript Evaluator from the staff of the Regents External Degree Program Office in Albany, New York. These people are made known to candidates in the letter of welcome to the Program. They are available by mail, telephone or in person, by appointment, if the Albany Office is convenient. Program Advisors can assist you in understanding your degree requirements, in selecting appropriate courses or examinations, in planning a program of study, and in dealing with other academic institutions when problems arise concerning transcripts, course information, or admission. You are encouraged to contact one of your Program Advisors whenever you have a question or concern that relates to your progress toward an external degree. Transcript Evaluators will respond to queries about the status of records on file in the Registrar's Office, interpretation of the Status Report and official classification of academic work. The names of your Program Advisors are provided at the bottom of each Status Report, along with the name of your Transcript Evaluator(s). *If you want to come to Albany to meet with your Advisor or your Evaluator, please make an appointment in advance.*

Regents External Degree faculty may also be contacted about academic questions related to their particular field of specialization. However, you should consult the program catalog, examination study guides, and other program materials for answers to your questions before contacting faculty members.

Prospective Regents External Degree candidates, regardless of residence, are also encouraged to contact the Advisement Office to clarify degree requirements, to determine how past educational experiences might be applied toward an external degree, or to obtain information on examinations offered by the College Proficiency Examination and Regents External Degree Programs.

Field Counseling

The Program provides field counseling sessions at several locations throughout New York State. All candidates in these areas are sent invitations to attend these field counseling sessions to discuss any aspects of the degree or examination programs about which they may have questions. Candidates may meet with central office advising staff, Transcript Evaluators and volunteer advisors.

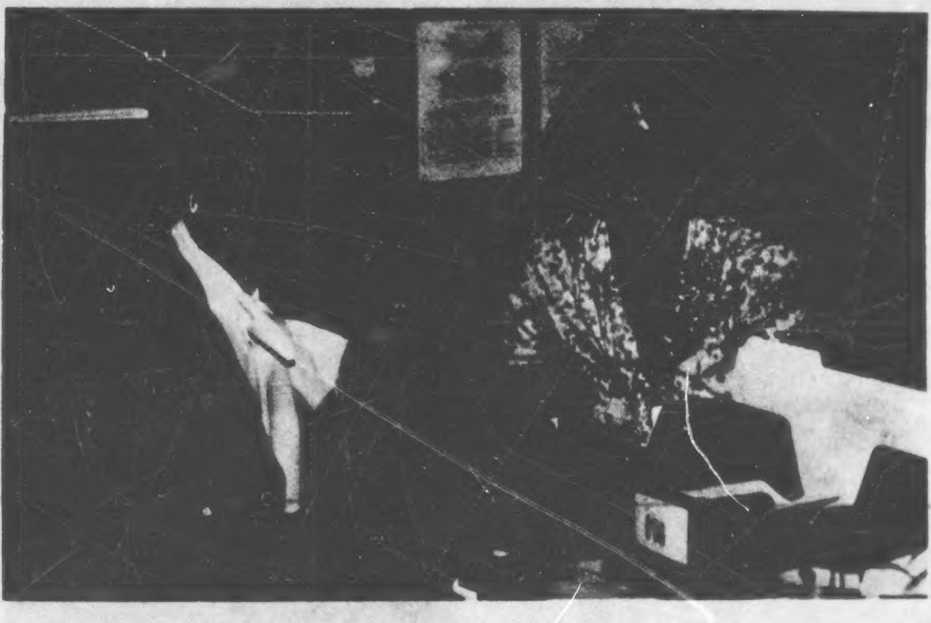
Volunteer Advisors in New York State

A network of over 150 volunteer advisors has been established throughout New

York State to assist individuals interested in earning a Regents External Degree and to provide information on a range of educational experiences, including nontraditional ones such as the New York College Proficiency Examinations.

Nursing Advisors

Part of the volunteer network consists of advisors who currently are active in nursing education (at the associate or baccalaureate degree level) or in nursing service. They contribute their time to help Regents External Degree Nursing candidates understand degree requirements and organize a plan of study. Questions regarding the written or performance examinations or other aspects of the nursing external degree program, or about resources in the local area, can be addressed to these advisors.



General Advisors

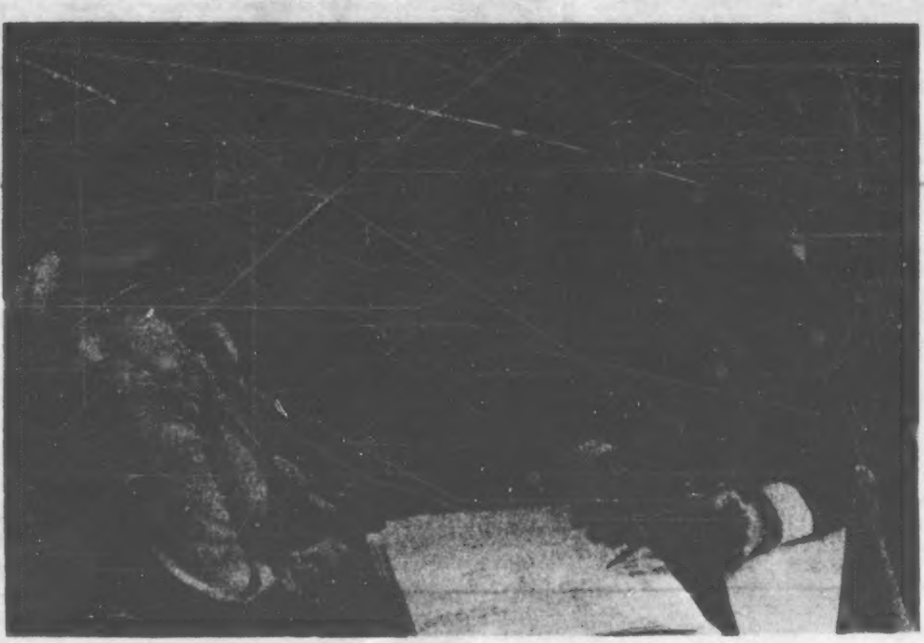
General advisors give information and assistance on all Regents External Degrees except the nursing degrees. A number of advisors are affiliated with colleges and universities and can be of assistance in selecting courses on their campuses toward satisfying degree requirements. Several advisors are graduates of the Regents External Degree Program and are willing to share their experiences in the Program with candidates.

Many public libraries and academic libraries have adult services librarians or readers' advisors who are available to serve the needs of independent learners. It is important, however, for independent learners to identify themselves to the library staff to obtain the full benefit of the many services that the public library can provide. Local public librarians are informed about program developments on a regular basis and will be able to assist students in locating and using materials. Librarians are well prepared to assist in the selection of study materials and are able to offer alternatives. Individual public libraries that do not have the specific study materials required in their general collections can obtain them from other public and academic libraries within the system, or through the New York State Inter-Library Loan Network. Candidates should look for the Adult Independent Learners Advisory Service that is available in most central libraries in New York State. Regents External Degree and College Proficiency Examination Volunteer Advisors, some of whom are librarians, can be particularly helpful to candidates as general sources of information on educational opportunities and as specialists in locating appropriate study materials.

Other advisors are located in community agencies such as: Bedford-Stuyvesant Restortion Corporation, BOCES, YWCA, and the Regional Learning Service of Central New York.

A list of all volunteer advisors, their institutional affiliations, addresses and telephone numbers is available from:

Advisement Office
Regents External Degree-College
  Proficiency Examination Programs
Cultural Education Center—Room 5D45
Albany, NY 12230



Education Information Centers (EIC's)

With the assistance of federal funds, the New York Board of Regents is developing a comprehensive plan to make educational information and counseling services available to all residents within a reasonable distance of their homes. Among the features of the State Plan will be the development of a comprehensive education and occupational information system and the designation of specific locations as "Education Information Centers" (EIC's), where adults can receive information and advice on a wide range of educational opportunities. In most instances, Education Information Centers will be housed in public libraries; however, other types of community agencies may also be designated.

A network of Education Information Centers throughout the State is planned. Some of these began operating in the fall of 1979. For further information write to:

Director
Education Information Center Program
Cultural Education Center—Room 5D45
Albany, NY 12230

Outside of New York State

The Program has not yet established formal counseling services outside of New York State. However, the Alumni Association is aware of and considering action on the problem in other states.

In the meantime, those outside New York State should contact the Central Advisement Office staff in Albany, New York for information on the College Proficiency Examination Program and the Regents External Degree Program. Write or call:

Program Advisor
Regents External Degree Program
Cultural Education Center—Room 5D45
Albany, NY 12230
Tel. (518) 474-3703

Transferring of Degrees and Credits from the Regents External Degree Program

Candidates who receive an associate degree from the Regents External Degree Program may re-enroll and continue earning credits toward a Regents External Baccalaureate Degree. Regents External Associate Degree holders who wish to transfer to another senior level institution to continue their education toward a Baccalaureate Degree should contact the Director of Admissions at the other college to determine that institution's policies on transferring. Many institutions will grant junior or third-year standing to Regents External Associate Degree holders, as they do for graduates of other regionally accredited institutions of higher learning.

Regents External baccalaureate degree graduates are accepted by public and independent higher education institutions having both traditional and non-traditional graduate and/or professional degree programs.

Students enrolled in a Regents External Degree Program who have not earned a degree but who wish to transfer credits from their Regents External Degree Program to another college should contact the Director of Admissions at the other college to determine the number of credits which will be accepted in transfer.

EMPLOYMENT AND GRADUATE SCHOOL ACCEPTANCE OF REGENTS EXTERNAL DEGREE GRADUATES

The majority of the graduates of the Regents External Degree Program of The University of the State of New York are already employed at the time of graduation. A recent study by the National Institute of Education indicates that employers tend to view graduates of external degree programs, including the Regents External Degrees, in the same way as graduates of more traditional college programs.[1] The same study shows that most Regents External Degree Program baccalaureate degree holders are accepted in the graduate and the first professional degree programs to which they have applied for admission.

LIST OF POLICY STATEMENTS AVAILABLE FROM THE REGENTS EXTERNAL DEGREE PROGRAM

1. Policy Statement on Admissions
2. Policy Statement on Cancellation and Rescheduling of the Three Nursing Performance Examinations
3. Policy Statement on the Classification of Courses
    a. By levels
    b. Technical/Professional Courses
4. Policy Statement on Compliance with the Family Educational Rights Act of 1974 for the Regents External Degree Program/New York State College Proficiency Examination Program
5. Policy Statement on Credit for Noncollegiate Sponsored Instruction
6. Policy Statement on the Evaluation of Foreign Credentials
7. Policy Statement on Grade Information
8. Policy Statement on Repeating the Three Nursing Performance Examinations
9. Policy Statement on Special Assessment
10. Policy Statement on the Use of Credit for Different Bachelor's Degree Programs

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[1] Carol P. Sosdian and Laure M. Sharp, *The External Degree As A Credential: Graduates' Experiences in Employment and Further Study.* (Washington, D.C.: National Institute of Education, April 1978). (Final Report, Volume III)

MEDICAL LABORATORY TECHNICIAN–MLT: AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS (ASCP)–CERTIFICATION

Regents External Associate in Arts and Associate in Science degrees may be used with appropriate science courses and laboratory experiences to meet the two-year academic requirements of the Board of Registry of the American Society of Clinical Pathologists (ASCP) for the Medical Laboratory Technician's Examination.

The American Society of Clinical Pathologists' (ASCP) Board of Registry requirements are: (1) an applicant who has not attended a structured educational program must have an associate degree or the equivalent from an accredited institution, including courses in chemistry and biology, plus five years full-time acceptable laboratory experience within the last seven years in hematology, microbiology, chemistry, blood banking, serology, and urinalysis—plus Board of Registry examination. Six semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology will be required in order to fulfill the chemistry and biology requirement; or (2) an associate degree or equivalent from an accredited institution, including courses in chemistry and biology, plus graduation from a military medical laboratory training program of not less than 12 months duration (MOS 92B30, NEC 8417, AFSC 90450 or AFSC 90470 categories), plus Board of Registry Examination. (This ruling applies to military graduates also.)

Please note that, although the Regents External Degree Program does not require its candidates to complete courses in biology and chemistry, candidates who wish to take the Medical Laboratory Technician's MLT (ASCP) Examination must complete a one-semester college course or proficiency examination in both biology and chemistry. Candidates using proficiency examinations in biology and/or chemistry will be asked to present evidence of laboratory experience to the Regents External Degree Program for inclusion on their official transcript.

Additional information concerning the Medical Laboratory Technician MLT (ASCP) Examination may be obtained by writing to:

ASCP Board of Registry
P.O. Box 12270
Chicago, Illinois 60612

THE ALUMNI ASSOCIATION

An Alumni Association of the Regents External Degree Program was formed in 1978 to serve the following purposes:

- —to generate among alumni a sense of identity with the Regents External Degree Program;
- —to develop programs mutually beneficial to the Regents External Degree Program and its alumni;
- —to promote the welfare of the Regents External Degree Program and its educational objectives through the activities of its alumni;
- —to receive gifts, grants and other monies by which the purposes stated may be realized, and to make contributions from time to time to The University of the State of New York for the support of the Regents External Degree Program.

Governed by a Board of Trustees consisting of nine members elected by all alumni, and an Alumni Executive Director, the Association unites thousands of graduates across the country and around the world. Using the talents and resources of this diverse and widespread group, the Association is involved in projects such as advising current and prospective students, promoting the Regents External Degree with new groups, collecting pertinent information about program graduates, and providing some career and educational information to graduates. Membership in the Association is automatic for all Regents External Degree alumni.

Alumni are requested to keep the Executive Director aware of their current address.

Mr. Dennis S. Lyda of Flushing, New York is a credit analyst with a large corporation on Long Island. While he was enrolled with the Regents External Degree Program, Mr. Lyda compiled an impressive record on several college-level proficiency tests in a wide range of academic subjects. He earned his Regents associate degree in 1977 and his Regents Bachelor of Arts degree in 1978 exclusively through examinations. Mr. Lyda plans to pursue a master's degree in business administration.

Mr. Lyda was the first recipient of the Ewald B. Nyquist Award in 1978 for academic excellence in independent study.

Mr. Dennis S. Lyda
Associate in Arts
Bachelor of Arts

Sgt. Dannie E. Davis spent the last eight years in military service at five widely-scattered assignments and locations, two of them abroad. At an academic impasse in 1975, he learned about the Regents External Degree Program from the education office at his base in Germany. Using study guides obtained through civilian and military testing agencies and books from the Armed Services Inter-Library Loan Service, Sgt. Davis successfully completed 13 proficiency examinations over the next three years in subjects such as literature, chemistry, mathematics and electronics. In this way he completed his Associate in Science Regents External Degree in 1978. Sgt. Davis has enrolled in the Regents baccalaureate degree program and looks forward to a career as a computer science systems analyst.

Sgt. Davis was the first winner of the LeRoy V. Good Memorial Award in 1978 for academic excellence in independent study.

Sgt. Dannie E. Davis
Associate in Science

DEGREE PROGRAMS

Eight degree programs are offered by the Board of Regents of The University of the State of New York, four on the associate level and four on the baccalaureate level:

Associate in Arts
Associate in Science
Associate in Science (nursing)
Associate in Applied Science (nursing)

Bachelor of Arts
Bachelor of Science
Bachelor of Science (nursing)
Bachelor of Science (business)

A description of the requirements for each Regents External Degree follows in the order listed above.

THE REGENTS EXTERNAL ASSOCIATE DEGREES IN LIBERAL ARTS AND SCIENCES

The University of the State of New York Regents External Degree Program offers two arts and science degrees on the associate level: the Associate in Arts and the Associate in Science. The degree requirements for both programs are broadly based in the liberal arts—the humanities, social sciences/history, and natural sciences/mathematics—to allow an individual maximum flexibility in planning a program of study. There is no established order in which requirements must be met, nor is there a time constraint on how long it takes to earn either of these external degrees. All of the methods described in the "Ways of Earning Credit" section of this catalog can be applied toward either external associate degree.

The Associate in Science is especially suited for those whose interest or educational background lies in a technical, professional, or occupational area. The "elective" category can be adapted to reflect a concentration in a specific subject area, especially one that is career-related, even though the degree itself specifies no "major."

The following sections describe the specific requirements for both the Associate in Arts and Associate in Science external degrees. Candidates should compare both sets of requirements closely with their own educational backgrounds and aspirations to determine which degree better meets their needs. Should a candidate be enrolled in one external degree program and decide that another one would be more appropriate, a transfer of degree program may be requested by informing the Registrar in writing.

Those candidates already holding one associate degree who wish to obtain another should write to the Program Office for a statement of the special requirements. See also page 47 of this catalog.

DEGREE REQUIREMENTS

Associate in Arts

Candidates must complete all of the following requirements:

1. Minimum Number of Semester Hours—Candidates for the Associate in Arts degree must earn a minimum of 60 semester hours.
2. Distribution Requirements—Of the 60 semester hours required for the Associate in Arts degree, a minimum of 48 semester hours *must* be distributed in the liberal arts and sciences among the following three areas of study: (1) humanities, (2) social sciences/history, and (3) natural sciences/mathematics. A minimum of 9 semester hours must be earned in any one of the three areas of study, with a minimum of 12 semester hours in each of the remaining two areas. The additional 15 hours needed to satisfy the total 48 semester hours requirement in the liberal arts and sciences can be distributed in one or more of the three areas of the distribution requirement, as the candidate chooses.
3. Electives—The remaining 12 semester hours are considered free electives and *may* be earned in any field(s) of collegiate study, including vocational, technical, and professional areas, in addition to and including the areas of humanities, social sciences/history, and natural sciences/mathematics. (See Figure 1 on page 74.)
4. Minimum Academic Average—Candidates will be required to achieve a cumulative average of "C" (2.0) or better to earn an Associate in Arts degree. For further information, please refer to the "Grading" and "Computing A Numerical Academic Average" portions of the General Information section of this catalog.

Associate in Science

Candidates must complete all of the following requirements:

1. Minimum Number of Semester Hours—Candidates for the Associate in Science degree must earn a minimum of 60 semester hours.
2. Distribution Requirements—Of the 60 semester hours required for the Associate in Science degree, a minimum of 30 credits *must* be distributed in the liberal arts and sciences among the following three areas of study: (1) humanities, (2) social sciences/history, and (3) natural sciences/mathematics. A minimum of 6 credits must be earned in any one of the three areas of study, with a minimum of 9 credits in each of the remaining two areas. The additional 6 credits needed to satisfy the 30 hours requirement in the liberal arts and sciences can be distributed in one or more of the three areas of the distribution requirement, as the candidate chooses.
3. Electives—The remaining 30 credits are considered free electives and *may* be earned in any field of collegiate study, including vocational, technical, and professional areas, in addition to and including the areas of humanities, social sciences/history, and natural sciences/mathematics. (See Figure 2 on page 75.)
4. Minimum Academic Average—Candidates will be required to achieve a cumulative average of "C" (2.0) or better to earn an Associate in Science degree. For further information, please refer to the "Grading" and "Computing A Numerical Academic Average" portions of the General Information section of this catalog.

WAYS OF EARNING CREDIT TOWARD SATISFYING DEGREE REQUIREMENTS– ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

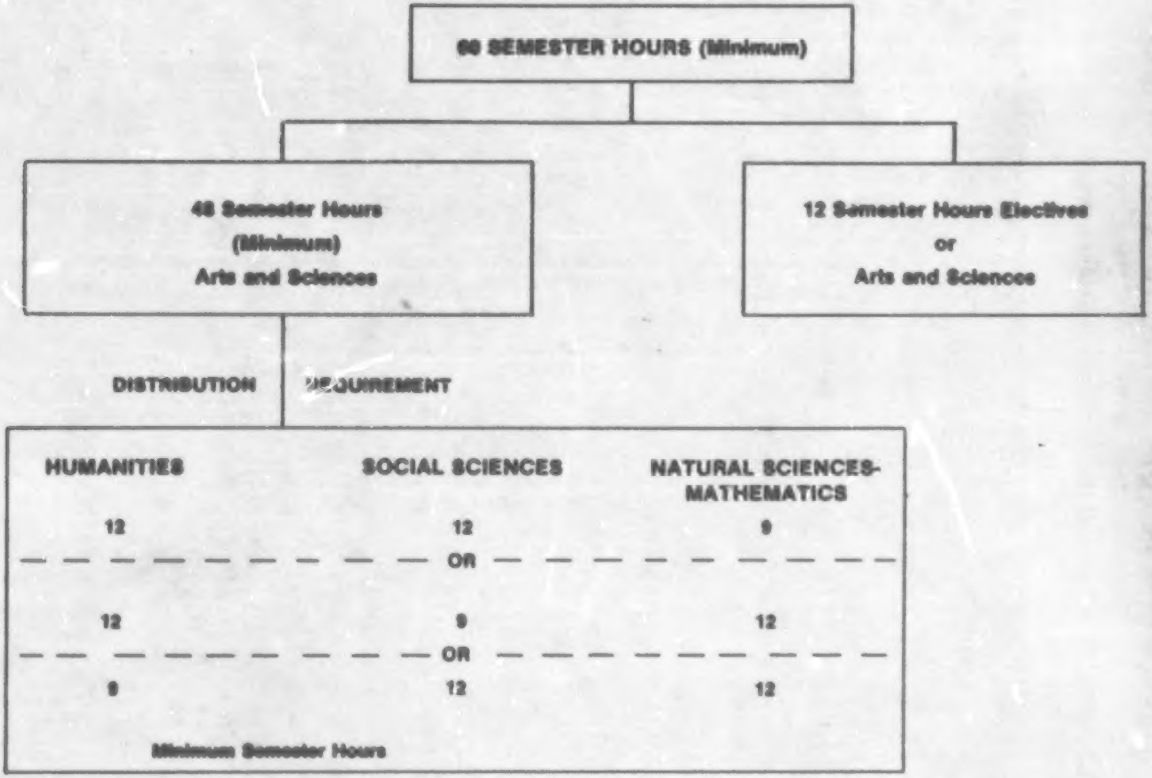
The Associate in Arts and the Associate in Science degree requirements can be satisfied by using:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (See page 188 for a list of these examinations);
3. Military service school courses, tests, and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit by the New York State Education Department's Office on Non-Collegiate Sponsored Instruction, by the American Council on Education, by the Consortium of the California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman Certificates; and,
7. A combination of these ways.

Degree requirements may be satisfied by any one, or a combination, of the above methods as long as proper distribution and grade point average requirements are met.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG ON PAGES 16-47.

ASSO[illegible]N ARTS DEGREE


60 SEMESTER HOURS (Minimum)
48 Semester Hours (Minimum) Arts and Sciences
12 Semester Hours Electives or Arts and Sciences
DISTRIBUTION REQUIREMENT

HUMANITIES	SOCIAL SCIENCES	NATURAL SCIENCES-MATHEMATICS
12	12	9
	OR	
12	9	12
	OR	
9	12	12

Minimum Semester Hours

Figure 1

ASSOCIATE IN SCIENCE DEGREE

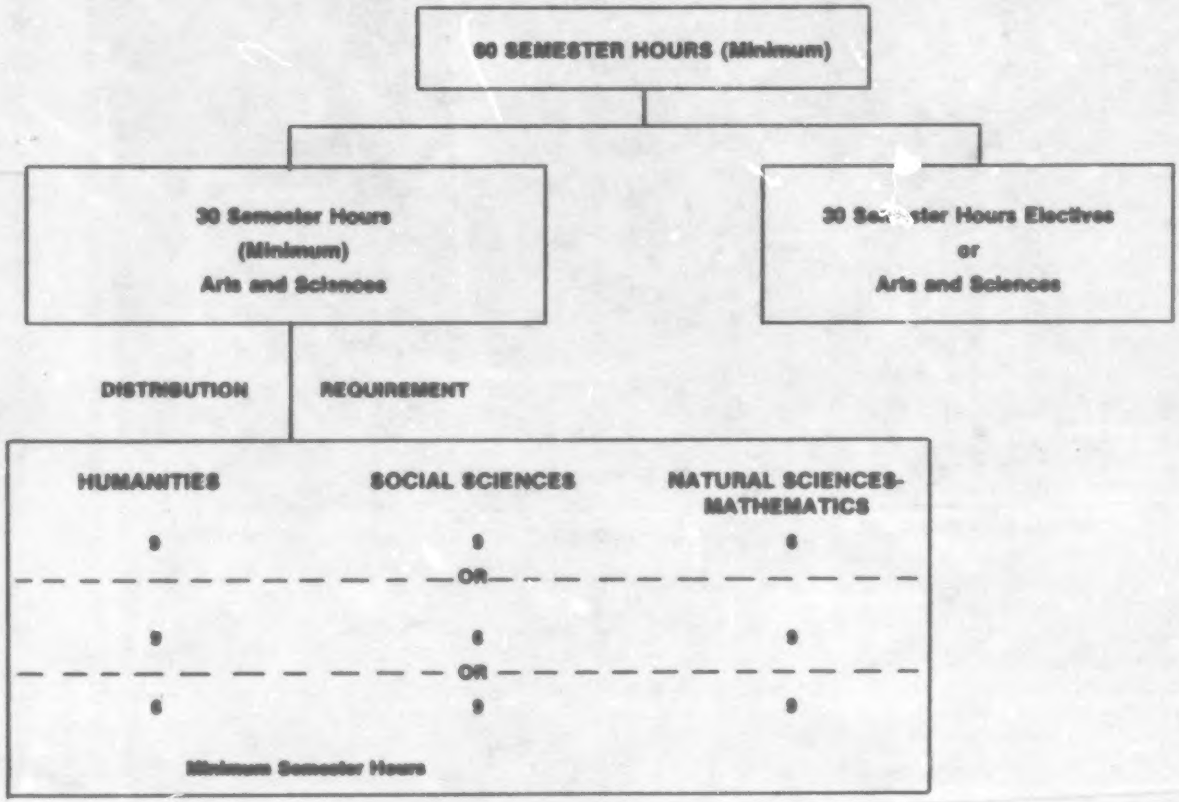

60 SEMESTER HOURS (Minimum)
30 Semester Hours (Minimum) Arts and Sciences
30 Semester Hours Electives or Arts and Sciences
DISTRIBUTION
REQUIREMENT
HUMANITIES
SOCIAL SCIENCES
NATURAL SCIENCES-MATHEMATICS
9
9
6
OR
9
6
9
OR
6
9
9
Minimum Semester Hours

Figure 2

SOME QUESTIONS YOU MAY BE ASKING ABOUT THE ASSOCIATE IN ARTS AND THE ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Q. *What is the difference between the Associate in Arts (A.A.) and Associate in Science (A.S.) degrees?*

A. The difference lies in the number of semester hours required in the arts and sciences area, as contrasted with the number of hours allowed in electives. For the A.A. degree, 48 semester hours out of 60 are required in humanities, social sciences/history, and natural sciences/mathematics, allowing 12 semester hours in electives. For the A.S. degree, 30 semester hours out of 60 are required in the arts and sciences areas, allowing 30 semester hours in electives. There is greater flexibility in the Associate in Science (A.S.) degree, especially for those interested in taking several courses or examinations in an elective subject area.

Q. *Can an individual earn an associate level Regents External Degree in business (or English, engineering, journalism, technologies, etc.)?*

A. The Regents External Degree Program does not offer associate degrees with subject majors or concentrations. The A.A. and A.S. Regents External Degrees are general or liberal studies degrees. However, unofficially, candidates may develop concentrations on their own in any area by accumulating a group of credits in that area.

Q. *Are any beyond elementary or advanced level courses required for the Associate in Arts or Associate in Science degrees?*

A. No. These requirements apply only to the bachelor's degrees.

Q. *Can baccalaureate level courses be used toward an associate degree and would an individual receive baccalaureate credit for them if one continued toward a higher degree?*

A. Baccalaureate level courses may be used to meet associate degree requirements. If an individual decides to continue toward a baccalaureate degree at a later date, these courses would be accepted toward that degree, and would then be classified according to level.

Q. *Is it possible to receive two associate level degrees?*

A. Yes. However, an individual must earn at least an additional 15 credits (with appropriate distribution) which have not previously been applied toward the first degree.

Q. *Can a Regents External Associate in Arts or Associate in Science degree be applied toward further higher education?*

A. Yes. Either associate degree can be applied toward a Regents External bachelor's degree for full credit. We have also found our degrees are as readily accepted in transfer by institutions of higher learning as are degrees from more conventional colleges and universities.

Q. *Can an evaluation of transcripts be done before an individual enrolls in one of the associate degrees?*

A. *An official evaluation* of one's transcripts will be done by the Registrar's office *only after* a person enrolls. Before enrolling students should do a self-evaluation, following the guidelines in this catalog. If they then have questions, they should consult one of the Program Advisors.

SAMPLE
STATUS REPORT
prepared for a candidate for the Associate in Arts Regents External Degree

(Sample Status Report for the Associate in Science Regents External Degree is provided on page 84.)

The following sample A.A. Status Report has been prepared for an individual who submitted transcripts for evaluation from three testing agencies (New York College Proficiency Examination Program, College-Level Examination Program, Defense Activity for Non-Traditional Education Support), one college (University of M.), and one military service school. The amount of credit allowed for each course and examination is listed under the requirement it fulfills. For example, the 6 semester hours for the New York College Proficiency Examination, "Freshman English," are classified under the humanities area of the distribution requirement. The college-level content of the military service school, Computer Systems Operator, has been evaluated by the Office on Educational Credit and Credentials as being equal to 3 semester hours in computer operations (electives).

The total number of semester hours earned in each area of the distribution requirement, as well as those of the elective area, are recorded on the Status Report. Adding the totals of the three areas of the distribution requirement determines that the candidate must complete an additional 16 semester hours to satisfy the total 48 semester hour distribution requirement.

It is important to realize that, according to the degree requirements, the 48 semester hours of the distribution requirement must be divided as follows: a minimum of 9 semester hours must be earned in any one of the three areas: (1) humanities, (2) social sciences/history, and (3) natural sciences/mathematics, with a minimum of 12 semester hours in each of the remaining two areas. The Sample Status Report indicates that 12 semester hours have been earned in two areas of study (humanities and natural sciences/mathematics). However, only 6 semester hours have been earned in the social sciences/history area. As a result, a minimum of 3 semester hours, of the additional 16 semester hours the candidate must complete in order to satisfy the total 48 hour distribution requirement, must be earned in the social science area. The remaining 13 semester hours may be earned in any one of the three areas of the distribution requirement or they may be distributed among the three areas.

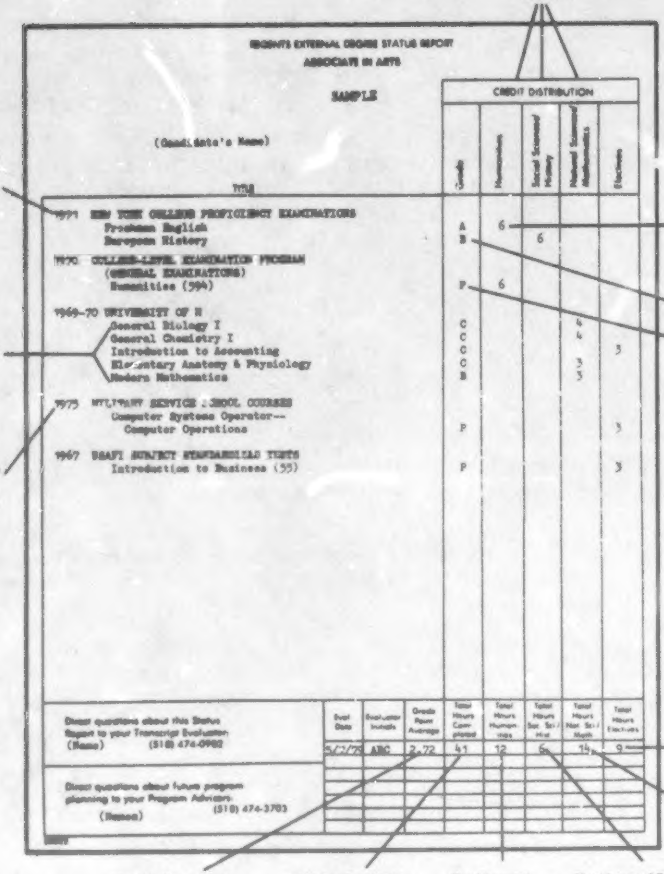
Since the candidate has also earned 9 hours of elective credit, when he or she completes the 48 semester hours of the distribution requirement, a total of 57 semester hours will have been completed altogether. Since a total of 60 semester hours is needed to complete the Associate in Arts degree, 3 additional semester hours will be required. These additional hours may be earned in any area, after the distribution requirement has been satisfied.

Only credits with letter grades are figured into the grade point average. In this example, only 29 of the 41 credits earned carried letter grades, giving the candidate a grade point average of 2.72.

As additional work is presented toward meeting degree requirements, the grade results will be recorded on an updated version of the Status Report, indicating the cumulative record of the candidate.

At the bottom of the actual Status Report are listed the names of the Transcript Evaluator and Program Advisor. Questions regarding the candidate's program may be directed to either. In general, Transcript Evaluators will respond to queries about Status Reports and the status of the candidate's records on file in the Registrar's Office. Program Advisors, on the other hand, will answer questions regarding the overall planning of a program to fulfill degree requirements.

The three areas of the Liberal Arts and Sciences.



REGENTS EXTERNAL DEGREE STATUS REPORT
ASSOCIATE IN ARTS

SAMPLE

(Candidate's Name)

TITLE

	Grade	Humanities	Social Sciences/ History	Natural Sciences/ Mathematics	Electives
1971 NEW YORK COLLEGE PROFICIENCY EXAMINATIONS					
Freshman English	A	6			
European History	B		6		
1970 COLLEGE-LEVEL EXAMINATION PROGRAM (GENERAL EXAMINATIONS)					
Humanities (594)	P	6			
1969-70 UNIVERSITY OF N					
General Biology I	C			4	
General Chemistry I	C			4	
Introduction to Accounting	C				3
Elementary Anatomy & Physiology	C			3	
Modern Mathematics	B			3	
1975 MILITARY SERVICE SCHOOL COURSES					
Computer Systems Operator--Computer Operations	P				3
1967 USAFI SUBJECT STANDARDIZED TESTS					
Introduction to Business (55)	P				3

Direct questions about this Status Report to your Transcript Evaluation
(Name) (518) 474-0982

Direct questions about future program planning to your Program Advisors
(Names) (518) 474-3703

Eval Date	Evaluator Initials	Grade Point Average	Total Hours Completed	Total Hours Humanities	Total Hours Soc. Sci./Hist	Total Hours Nat. Sci./Math	Total Hours Electives
5/2/75	ABC	2.72	41	12	6	14	9

Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.

Listing of courses completed.

Military education evaluated by the Office on Educational Credit and Credentials of the American Council on Education.

Semester hours of credit.

Letter grade.

"Pass" grade.

Total hours of Electives earned to date.

Total hours of Natural Science/Mathematics earned to date.

The Candidate Grade Point Average as of the date of this Status Report is 2.72 on a 4.0 scale. (Includes only letter grades.)

Total hours of credit earned to date. Sixty hours are needed for the A.A. degree. Nineteen hours remain to be completed, 16 of which must be in Arts and Sciences.

Total hours of Humanities earned to date.

Total hours of Social Science/History earned to date. Three more hours needed to meet minimum requirement.

Figure 3

SAMPLE
STATUS REPORT
INFORMATION SHEET
Associate in Arts Degree

x To satisfy the total and/or distribution requirements of your degree program, you must earn an additional

19 semester hours of credit. Of this total, you must earn a minimum of 0 in the humanities, 3 in the social sciences or history, 0 in the natural sciences or mathematics area. Of the remaining credits, 13 must be in one or all of the above areas of the arts and sciences, while 3 can be earned in any academic area including electives.

______ semester hours of credit. Of this total, you must earn a minimum of ______ in any academic area other than electives. The remaining credits can be earned in the elective area or any other area.

______ semester hours of credit in any academic area other than electives.

______ semester hours of credit in any academic area including the electives.

N/A To satisfy the course level requirement of your degree program, you must earn an additional

______ semester hours of credit at the beyond elementary level. Of this total, ______ must be earned in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). The remaining credits can be earned in the elective area or any other area.

______ semester hours of credit at the advanced level in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). Advanced courses in the elective area *cannot* be applied toward satisfying the advanced level requirement.

______ Your enrollment form indicates your interest in completing a subject concentration. As the requirements for your program state, this can be done by examination or course work. If you elect to use courses, additional credits as specified below in the field of ______________ must be submitted.

______ semester hours of credit at the beyond elementary level.

______ semester hours of credit at the advanced level.

A complete set of catalog descriptions containing prerequisite information for all courses in your subject concentration area must also be submitted. If the descriptions do not contain the required prerequisite information, the registrar(s) must submit a supplemental statement outlining this information and justifying all beyond elementary and/or advanced designations. All of this information is required along with completing the additional work as outlined above before our faculty will consider your request for a subject concentration.

______ For us to evaluate your records more effectively and efficiently, please inform us if you still wish to complete the subject concentration requirements. If you elect this option, tell us if you plan to use the examination (Graduate Record Examinations) or course work method to satisfy the requirements.

______ Please note that a minimum 2.00 (C) grade point average is required to qualify for graduation.

______ Because of the limited amount of credit submitted, it is not possible to provide you with specific information at this time regarding the extent to which you have satisfied the distribution requirement of your program. The amount of work you must complete within each academic area to satisfy the distribution requirement will depend on the degree option you select. Carefully review the alternatives available as outlined by the requirements for your degree program. If you need assistance, contact your Program Advisor.

SAMPLE
STATUS REPORT
prepared for a candidate for the Associate in Science Regents External Degree

(Sample Status Report for the Associate in Arts Degree is provided on page 80.)

The following sample A.S. Status Report has been prepared for an individual who submitted transcripts for evaluation from three testing agencies (New York College Proficiency Examination Program, College-Level Examination Program, Defense Activity for Non-Traditional Education Support), one college (University of M.), and one military service school. The amount of credit allowed for each course and examination is listed under the requirement it fulfills. For example, the 6 semester hours for the New York College Proficiency Examination, "Freshman English," are classified under the humanities area of the distribution requirement. The college-level content of the military service school, Computer Systems Operator, has been evaluated by the Office on Educational Credit and Credentials as being equal to 3 semester hours in computer operations (electives).

The total number of hours earned in each area of the distribution requirement, as well as those of the elective area, are recorded on the Status Report. Adding the totals of the three areas of the distribution requirement determines that the candidate has completed a total of 24 semester hours toward the 30 semester hour distribution requirement. This means that the candidate must complete an additional 6 semester hours to satisfy the total 30 semester hour distribution requirement.

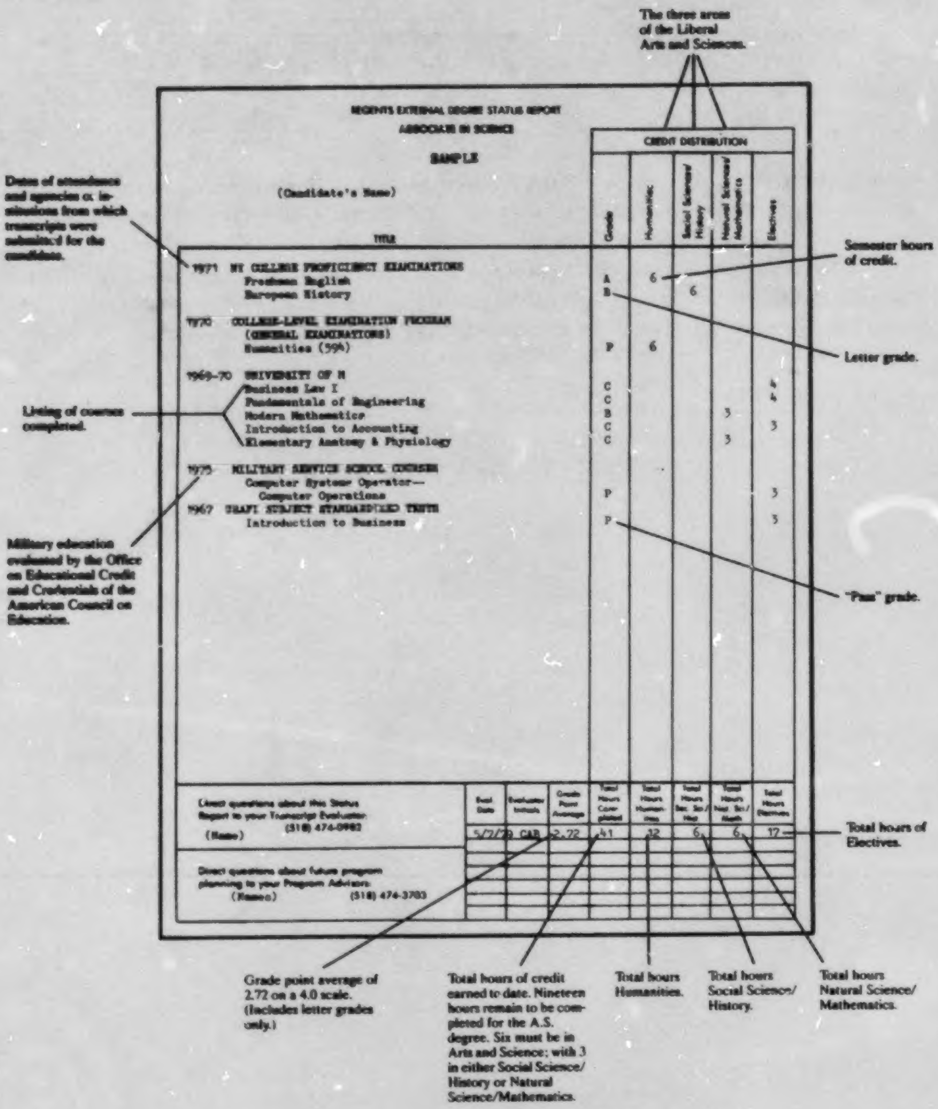
It is important to realize that, according to the degree requirement, the 30 semester hours of the distribution requirement must be divided as follows: a minimum of 6 semester hours must be earned in any one of the three areas: (1) humanities, (2) social sciences/history, and (3) natural sciences/mathematics, with a minimum of 9 semester hours in each of the remaining two areas. The Sample Status Report indicates that 12 semester hours have been earned in one area of study (humanities) while 6 semester hours have been earned in each of the other two areas (social sciences/history and natural sciences/mathematics). Consequently, this candidate must complete an additional 3 semester hours of credit in either the social sciences/history or natural sciences/mathematics area to satisfy the minimum distribution requirement. The remaining 3 semester hours may be earned in any one of the three areas of the distribution requirement or they may be distributed among the three areas.

Since the candidate has also earned 17 hours of elective credit, when he or she completes the 30 semester hours of the distribution requirement, a total of 47 semester hours will have been completed. Since a total of 60 semester hours is needed to complete the Associate in Science degree, 13 additional semester hours will be required. These additional hours may be earned in any area, after the distribution requirement has been satisfied.

Only credits with letter grades are figured into the grade point average. In this example, only 29 of the 41 credits earned carried letter grades, giving the candidate a grade point average of 2.72.

As additional work is presented toward meeting degree requirements, the grade results will be recorded on an updated version of the Status Report, indicating the cumulative record of the candidate.

At the bottom of the actual Status Report are listed the names of the Transcript Evaluator and Program Advisor. Questions regarding the candidate's program may be directed to either. In general, Transcript Evaluators will respond to queries about Status Reports and the status of the candidate's records on file in the Registrar's Office. Program Advisors, on the other hand, will answer questions regarding the overall planning of a program to fulfill degree requirements.



SAMPLE
STATUS REPORT
INFORMATION SHEET
Associate in Science Degree

__x__ To satisfy the total and/or distribution requirements of your degree program, you must earn an additional

- __19__ semester hours of credit. Of this total, you must earn a minimum of __0__ in the humanities, __3__ in the social sciences or history, or __3__ in the natural sciences or mathematics area. Of the remaining credits, __3__ must be in one or all of the above areas of the arts and sciences, while __13__ can be earned in any academic area including the electives.
- ______ semester hours of credit. Of this total, you must earn a minimum of ______ in any academic area other than electives. The remaining credits can be earned in the elective area or any other area.
- ______ semester hours of credit in any academic area other than electives.
- ______ semester hours of credit in any academic area including electives.

__N/A__ To satisfy the course level requirement of your degree program, you must earn an additional

- ______ semester hours of credit at the beyond elementary level. Of this total ______ must be earned in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). The remaining credits can be earned in the elective area or any other area.
- ______ semester hours of credit at the advanced level in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). Advanced courses in the elective area *cannot* be applied toward satisfying the advanced level requirement.

______ Your enrollment form indicates your interest in completing a subject concentration. As the requirements for your program state, this can be done by examination or course work. If you elect to use courses, additional credits as specified below in the field of ________________ must be submitted.

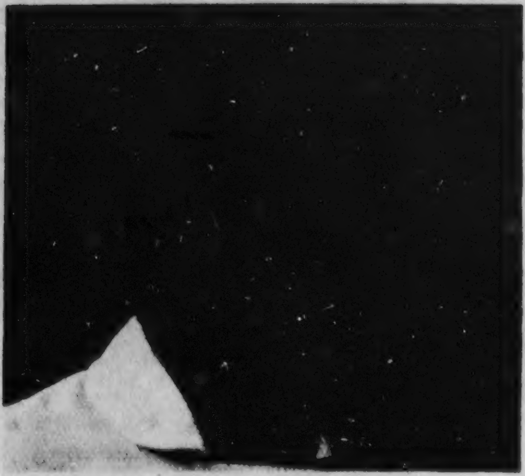
- ______ semester hours of credit at the beyond elementary level.
- ______ semester hours of credit at the advanced level.

A complete set of catalog descriptions containing prerequisite information for all courses in your subject concentration area must also be submitted. If the descriptions do not contain the required prerequisite information, the registrar(s) must submit a supplemental statement outlining this information and justifying all beyond elementary and/or advanced designations. All of this information is required along with completing the additional work as outlined above before our faculty will consider your request for a subject concentration.

______ For us to evaluate your records more effectively and efficiently, please inform us if you still wish to complete the subject concentration requirements. If you elect this option, tell us if you plan to use the examination (Graduate Record Examinations) or course work method to satisfy the requirements.

______ Please note that a minimum 2.00 (C) grade point average is required to qualify for graduation.

______ Because of the limited amount of credit submitted, it is not possible to provide you with specific information at this time regarding the extent to which you have satisfied the distribution requirement of your program. The amount of work you must complete within each academic area to satisfy the distribution requirement will depend on the degree option you select. Carefully review the alternatives available as outlined by the requirements for your degree program. If you need assistance, contact your Program Advisor.



Ms. Andrea E. Igoe
Associate in Science (nursing)

Ms. Andrea E. Igoe of Hyde Park, New York is a mother of five who jumped three career ladder rungs—from a nurse's aide to registered nurse—in under seven years through a certificate program in practical nursing and an Associate in Science in nursing degree which she completed through the Regents External Degree Program in June, 1978.

When she returned to work as a nurse's aide in 1971, her twin sons were toddlers. At that time, she began to look for a nonconventional college program. After completing a practical nursing course at a county educational facility, she enrolled in the Regents External Degree Program and began to adhere to a demanding schedule juggling housework and child care, independent study and test taking, and three full night shifts a week at the local hospital. During an intense one-year period, from May 1977 to 1978, she completed all of her nursing tests, including the demanding 2½ day Clinical Performance Examination. Andrea has enrolled in the Regents External Bachelor of Science (nursing) degree program which she hopes to complete by 1982.

Ms. Igoe was the first winner of the Ruth V. Matheney Memorial Award in 1978 for outstanding academic achievement in nursing.

REGENTS EXTERNAL DEGREES IN NURSING

The Regents of The University of the State of New York offer two associate degrees in nursing and the Bachelor of Science (nursing) degree. Those who complete one of these degree programs are eligible to participate in the annual commencement and to wear the school pin. The philosophy and objectives of the Regents External Degrees in nursing can be found at the beginnings of the associate and baccalaureate sections which follow. These sections also provide all program information, General Education Component and Nursing Component requirements for the Associate in Science (nursing), the Associate in Applied Science (nursing), and the Bachelor in Science (nursing) degrees.

The Regents External associate and baccalaureate degrees in nursing are fully approved by the New York State Education Department and accredited by the National League for Nursing (NLN).

Candidates preparing to take nursing examinations should use the examination content outlines and study aids developed by the faculty. These may be obtained from the Albany office by those in New York and from the American College Testing (ACT) Program by those candidates who live outside the state. (ACT administers all required written examinations outside New York State.)

The Program does not discourage, nor does it endorse, the use of particular study groups or organizations (other than accredited collegiate institutions) that purport to prepare candidates for examinations or for the external degree. Before making a financial commitment to such groups, the candidate should verify the kind and quality of the services offered. The Regents External Degree Program has no official branches or agents in other states. While some candidates may wish to obtain some type of education advisement and/or assistance, such services are not required nor are they authorized by the Program.

Academic records of nursing candidates who have completed all degree requirements are reviewed by the nursing faculty in January, June and September to enable candidates to meet deadlines for licensure examinations and for the September Commencement.

Nursing Program Philosophy

The Philosophy of the Regents External Degree Program in nursing is reflected in the faculty's beliefs about technical and professional nurse education, within the context of beliefs about higher education and nursing in general.

Beliefs About General Education

The study of arts and sciences is an essential part of preparation for nursing practice in that it contributes both knowledge and an intellectual approach. The goal of the General Education Component is to ensure that degree recipients have college-level competence in the humanities, social sciences/history and natural sciences/mathematics. Both the technical and professional nurse are expected to use this knowledge for self and others.

Beliefs About Nursing Education Assessment Program

An assessment program which requires the demonstration of relevant written and performance competencies provides a valid and sufficient estimate of learning outcomes. A series of standardized examinations reflecting these outcomes document the theory and practice areas. These written and performance examinations are essential in establishing the credibility and quality of the program and its graduates. Furthermore, individuals who satisfactorily complete such a prescribed assessment program are entitled to the recognition and opportunities generally granted to those who have used more traditional patterns of education.

Beliefs About Nursing

The practice of nursing is concerned with assisting individuals, groups of people and communities with promoting and restoring health to the optimum level attainable. With the broad scope of nursing there exists the potential for using nurses at both technical and professional levels of responsibility.

Nurses function within the framework of an unevenly changing health care delivery system which is moving toward a greater reliance on the independent function of all health professions, characterized by increasing specialization in the health field. Within this system, the nurse is the patient's advocate in coordinating and utilizing the resources of multiple health service agencies and in helping to plan and initiate health care where needed. Nursing is practiced with respect for human dignity and individual differences. It uses findings of health-related research, and contributes to the advancement of nursing care and the improvement of health care.

The professional nurse works collaboratively with others in planning and implementing health care services, identifying the strengths and weaknesses of the health care system and instituting needed change.

The practice of nursing is concerned with complex health care problems. It considers the immediate and long-term implications for the individual, the family and society, without losing sight of the immediate problem. Professional nurses serve as client-advocates and are accountable to society and to the profession for the quality of nursing care delivered.

The roles of the nurse are undergoing and will continue to undergo change requiring constant evaluations of the need for new skills and new responsibilities. In order to meet these changing and increasing responsibilities, it is imperative that nurses arrive at decisions on the basis of critical thinking, utilizing the best knowledge available including that which is developed through research. This requires that nurses exercise an individual responsibility to continue to learn and to update the information base essential for the practice of nursing.

Registered Nurse Licensure

If you are *not* already licensed as a Registered Nurse (RN), the following information is essential; if you are an RN already you may wish to read the following for your general information. Graduates of the Regents External Degrees in nursing are eligible to take the Registered Nurse Licensure Examination in New York State.

Those candidates who may wish to seek licensure as RN's outside New York State should be aware that, at this time, not all State Boards of Nursing have endorsed the Regents External Degree Program or will accept its graduates for licensure. Candidates are advised to contact their State Board of Nursing early to inform it of their plans to pursue a Regents External Degree (nursing) program and their desire for subsequent licensure. Procedural instructions should be requested as well as clarification of the Board's position on graduates of the Regents External Degree Program.

Some states are reconsidering their previous positions of not endorsing the Regents External Degree Program or its graduates for licensure and your letters could be very useful in helping them to more fully understand the value of this program to those in their particular locale. Most State Boards will allow the Regents External Degree graduate to take the licensure examination or to be endorsed after passing the examination in another state. Some require individual review of education and experiences in addition to completion of Regents External Degrees.

Regents External Degree graduates who are licensed as Registered Nurses (RN's) in New York State may work as RN's in Veteran's Administration Institutions in *any* state.

THE REGENTS EXTERNAL ASSOCIATE DEGREES IN NURSING

Beliefs About the Practice of Technical Nursing

The technical level of nursing is differentiated primarily by the predictability of nursing outcomes that characterize the settings in which nursing technicians are prepared to function. Such settings are characterized by the existence of common recurring health problems or the potential within the community for developing common recurring health problems.

The extent of reasonable predictability is based on existing medical knowledge, empirical evidence and on research findings. In fact, as research findings are compiled and become more readily available, the degree of predictability of nursing outcomes will increase and will permit the associate degree nurse to function in constantly expanding areas. Within this scheme, nursing technicians understand their responsibility to and relationship with other health workers, who in turn have concomitant responsibilities to them.

EARNING A REGENTS EXTERNAL ASSOCIATE DEGREE IN NURSING

Candidates who satisfy the requirements will be awarded an Associate in Science (nursing) degree or an Associate in Applied Science (nursing) degree by the Regents of The University of the State of New York.

The majority of candidates working toward an associate degree in nursing have a background in nursing or in other areas of health care. Many are LPN's, LVN's, RN's, (graduates of hospital diploma schools), corpsmen, nursing attendants, aides, or those with an allied health background.* Such experience is extremely helpful; however, there are no enrollment prerequisites such as previous work or educational experience, age, sex, or place of residence.

Candidates who wish to enroll in one of the associate degree nursing programs should read carefully the detailed information included in the section of this catalog entitled "General Information," as well as the section on nursing degree requirements.

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*Although a nursing background is not mandatory, individuals who have no previous nursing experience are advised to consider a more conventional nursing program which provides a supervised clinical experience as well as classroom instruction.

Objectives of the Associate Degree Nursing Programs

At the conclusion of either of the associate nursing programs, the candidate will have demonstrated:

1. A knowledge of the value systems that place an individual within his or her culture, which emerges from an understanding of the natural and social sciences and the humanities.
2. A knowledge of the range of the health continuum and recognition of variation within this continuum.
3. A knowledge of the common patterns of health deviations.
4. A knowledge of the interrelationship of the psychological, social, and physical development of the individual.
5. An understanding of the commonalities in nursing care required by all patients.
6. An understanding of the differences in nursing care which result from specific health problems and/or individual differences.
7. An ability to use knowledge in the process of direct nursing care of people.
8. An ability to communicate on behalf of patients.
9. An ability to apply the principles of assessment and planning as part of the nursing process.
10. An ability to use manipulative skills in meeting common recurring needs of patients and those needs caused by their individual health problems.
11. An ability to evaluate and revise ongoing nursing as part of the nursing process.
12. An understanding of the role and functions of the Associate Degree Nurse.

COMPARISON OF THE TWO ASSOCIATE DEGREES IN NURSING

The Regents External Degree Program offers two associate degrees in nursing: an Associate in Science—A.S. (nursing)—and an Associate in Applied Science—A.A.S. (nursing). Each of these associate degrees in nursing consists of two components: the General Education Component and the Nursing Component. The *Nursing Component* requirements are identical for the two degrees; the difference is found only in the requirements for the *General Education Component.* Basically, the A.A.S. (nursing) degree is more flexible in that the General Education Component allows elective credits in other than arts and sciences and may be satisfied with fewer than 30 semester hours of credit. The A.S. (nursing) degree, on the other hand, requires 30 semester hours of credit, all of which must be in the arts and sciences. The general education requirements for either degree may be met by college coursework, proficiency examinations or special assessment, as described in the sections which follow.

The decision as to which degree the candidate should pursue is based on the individual's choice of study in the arts and sciences and plans for future education. Candidates with specific educational or employment plans may find it helpful to contact those institutions to which they seek admission in order to determine which of the two degree programs would be most appropriate. Those who plan to study for a bachelor's degree might find an A.S. (nursing) degree more to their advantage since it requires more of the liberal arts and science credits which later could be applied toward the B.S. (nursing) degree. However, the advantages of each degree will vary with the candidate's circumstances and career plans.

Candidates must indicate at the time of enrollment which degree they plan to pursue, but may change degree programs later by informing the Registrar in writing.

The following chart compares the most important features of the General Education Components of the two degrees. Note that while semester hours of credit are indicated, quarter hours may be converted to semester hours by multiplying quarter hours by 2/3.

GENERAL EDUCATION

Comparison of the Associate Degrees in nursing

(The requirements for both degrees can be met by college courses and/or proficiency examinations.)

Associate in Applied Science (A.A.S.)		*Associate in Science (A.S.)*	
Total	10 one-semester college courses or 5 proficiency examinations in the liberal arts and sciences and/or electives	Total	30 semester-hour credits in the liberal arts and sciences (humanities, social sciences, natural sciences/mathematics)
Distribution Requirement:		**Distribution Requirement:**	
Humanities	2 one-semester courses or 1 proficiency examination	Humanities	6 semester hours of credit
Social Sciences/ History	2 one-semester courses or 1 proficency examination	Social Sciences/ History	6 semester hours of credit
Natural Sciences/ Mathematics	2 one-semester courses or 1 proficiency examination	Natural Sciences/ Mathematics	6 semester hours of credit
Electives	The remaining 4 courses or 2 proficiency examinations can be in either the liberal arts and sciences or in electives (such as health, accounting, etc.)	Liberal Arts Electives	All of the remaining 12 semester hours of credit must also be in the liberal arts and sciences (humanities, social sciences, natural sciences/mathematics)

DEGREE REQUIREMENTS–THE ASSOCIATE DEGREES IN NURSING

The General Education Component

The objective of the General Education Component is to ensure that degree recipients have a basic college-level competence in the humanities, social sciences/history, and natural sciences/mathematics. Candidates should guard against duplicating subject matter covered in various courses and examinations. The Regents External Degree Registrar will answer candidates' questions on possible duplication. For the General Education Component only, there is no time limit on courses or examinations submitted for credit. However, courses in arts and sciences designed for specific groups (e.g., "Anatomy and Physiology for Medical Technicians," "Psychology for Nurses,") are subject to faculty review to determine in which general education category they will apply. It does not matter when these credits were earned as long as official transcripts are submitted. Only general education courses or examinations in which a grade of D or better was achieved can be used to satisfy general education requirements. A minimum overall average of "C" (or 2.0) is required for completion of the associate degrees in nursing. For further information on this topic see the "Grading" and "Computing a Numerical Academic Average" portions of the General Information section of this catalog.

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REQUIREMENTS

General Education Requirements for the Associate in Science—A.S. (nursing) degree

1. *Minimum Number of Credits*

   To meet the general education requirements of the A.S. (nursing) degree, a candidate must earn 30 semester hours of credit.* Degree credit college courses, proficiency examinations or a combination of these methods may be used to meet requirements.
2. *Minimum Distribution Requirements*

   The 30 semester hours of credit, all of which are in the liberal arts and sciences, are distributed among humanities, social sciences/history, and natural sciences/mathematics, as follows:

   a. Humanities—
   A minimum of 6 semester hours of credit must be earned in such subjects as English, languages, philosophy, art, music, etc.

   b. Social Sciences/History—
   A minimum of 6 semester hours of credit must be earned in such subjects as sociology, anthropology, history, political science, psychology, etc.

   c. Natural Sciences/Mathematics—
   A minimum of 6 semester hours of credit must be earned in such subjects as anatomy and phsysiology, microbiology, chemistry, mathematics, etc.

   d. The remaining 12 semester hours of credit may be earned in humanities, social sciences/history, and/or in natural sciences/mathematics.

General Education Requirements for the Associate in Applied Science—A.A.S. (nursing) degree

(Please note: These requirements differ from those specified for the Associate in Science (nursing) degree.)

1. *Minimum Number of Credits*

   To meet the general education component requirement of the A.A.S. (nursing) degree, a candidate may use passing grades in 10 one-semester college courses, or 15 one-quarter college courses, or satisfactory scores on 5 proficiency examinations.
2. *Minimum Distribution Requirements*

   a. A minimum of 2 one-semester courses (or 3 one-quarter courses) or 1 proficiency examination in the area of humanities.

   b. A minimum of 2 one-semester courses (or 3 one-quarter courses) or 1 proficiency examination in the area of social sciences/history.

   c. A minimum of 2 one-semester courses (or 3 one-quarter courses) or 1 proficiency examination in the area of natural sciences/mathematics.

   d. An additional 4 one-semester courses (or 6 one-quarter courses) or 2 proficiency examinations are needed to satisfy the general education requirement. These elective credits can be earned in *ANY* college subject *EXCEPT* nursing, within the guidelines listed in the "Ways of Earning Credit" section of this catalog.

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*Comparable quarter hours of credit are acceptable also.

WAYS OF EARNING CREDIT TOWARD SATISFYING GENERAL EDUCATION COMPONENT REQUIREMENTS

The general education requirements for both the A.S. (nursing) degree and A.A.S. (nursing) degree can be satisfied by using one or more of the following:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (See page 188 for tests for the General Education Component, and page 97 for tests for the Nursing Component);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of the California State University and Colleges or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman Certificates; and,
7. A combination of these ways.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG ON PAGES 16-47.

The Nursing Component

The Nursing Component is identical for both associate degrees in nursing. Content of the Nursing Component is designed to ensure that degree recipients possess knowledge and technical nursing skills comparable to those of graduates from conventional associate degree nursing programs. In order to satisfy the requirements of the Nursing Component, candidates must pass eight examinations: seven written and one clinical performance examination. The seven written examinations are: Nursing Health Care, Commonalities in Nursing Care—Area I, Commonalities in Nursing Care—Area II, Differences in Nursing Care—Area I, Differences in Nursing Care—Area II, Differences in Nursing Care III, and Occupational Strategy. The content of these seven examinations corresponds to that typically included in the curriculum of associate degree nursing programs at accredited junior and community colleges. Essential knowledge of medical, surgical, obstetric, pediatric and psychiatric nursing, together with related knowledge from the arts and sciences is integrated in the examinations which compose the Nursing Component.

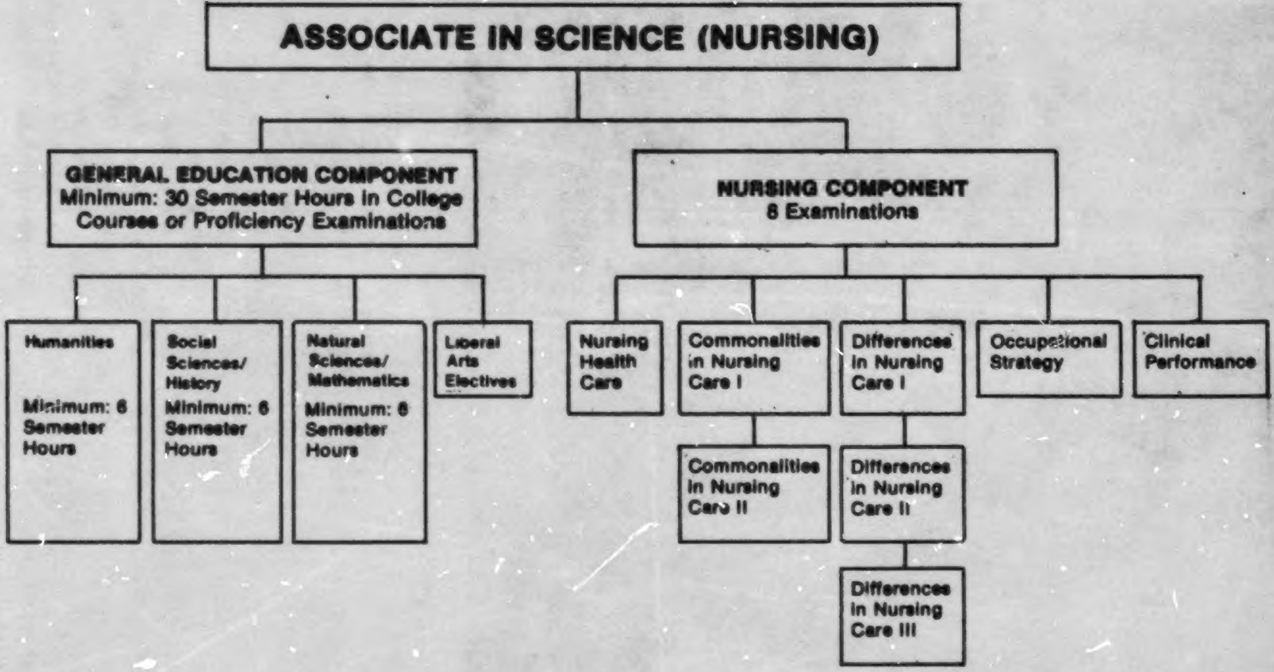
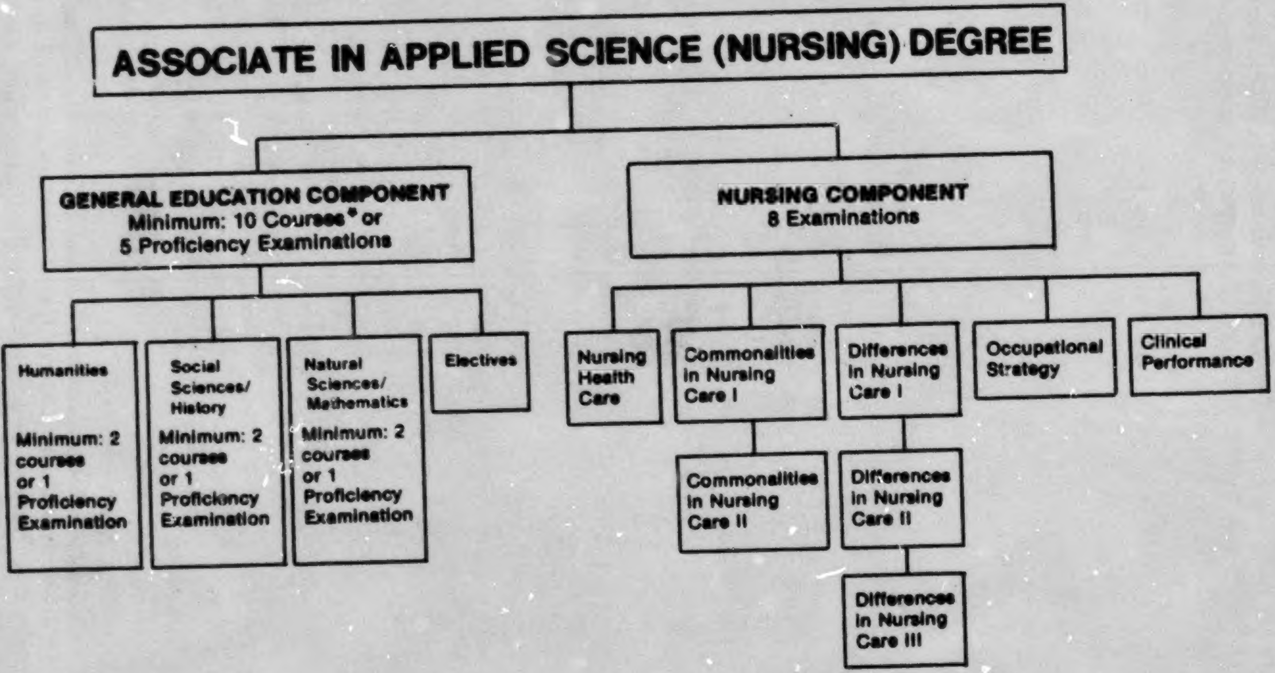

ASSOCIATE IN SCIENCE (NURSING)
GENERAL EDUCATION COMPONENT
Minimum: 30 Semester Hours in College Courses or Proficiency Examinations
NURSING COMPONENT
8 Examinations
Humanities
Minimum: 6 Semester Hours
Social Sciences/ History
Minimum: 6 Semester Hours
Natural Sciences/ Mathematics
Minimum: 6 Semester Hours
Liberal Arts Electives
Nursing Health Care
Commonalities in Nursing Care I
Differences in Nursing Care I
Occupational Strategy
Clinical Performance
Commonalities in Nursing Care II
Differences in Nursing Care II
Differences in Nursing Care III

Figure 5


ASSOCIATE IN APPLIED SCIENCE (NURSING) DEGREE
GENERAL EDUCATION COMPONENT
Minimum: 10 Courses* or
5 Proficiency Examinations
NURSING COMPONENT
8 Examinations
Humanities
Minimum: 2 courses or 1 Proficiency Examination
Social Sciences/ History
Minimum: 2 courses or 1 Proficiency Examination
Natural Sciences/ Mathematics
Minimum: 2 courses or 1 Proficiency Examination
Electives
Nursing Health Care
Commonalities in Nursing Care I
Differences in Nursing Care I
Occupational Strategy
Clinical Performance
Commonalities in Nursing Care II
Differences in Nursing Care II
Differences in Nursing Care III

*10 one-semester courses or 15 one-quarter courses

Figure 6

In addition to these seven written examinations, candidates also must successfully complete the Clinical Performance in Nursing Examination (CPNE). Performance in the clinical setting is an integral part of the nursing program and all candidates are required to demonstrate competence in executing technical nursing skills and making judgements in the area of planning, implementing, and evaluating nursing care. This test of clinical competence focuses on ability to meet a variety of nursing needs of adult and child patients, regardless of their diagnosis; therefore, only general medical, surgical and pediatric units are used. The clinical examination requires the objective documentation of the ability to render comprehensive technical nursing care comparable to that expected of the associate degree graduate.

Brief descriptions of the basic content areas covered by the eight examinations of the Nursing Component follow:

1. *Nursing Health Care*—one examination tests the basic concepts in health, the interrelatedness of the psychosocial and cultural factors which affect health, the health continuum, and the health care delivery system.
2. *Commonalities in Nursing Care*—two examinations cover basic concepts in nursing, common recurring nursing problems, and nursing care common to all people.
3. *Differences in Nursing Care*—three examinations cover common and specific manifestations of major health problems focusing on differences in nursing care resulting from acute and long-term health problems which occur during the life cycle from birth through senescence.
4. *Occupational Strategy*—one examination covers the role and function of the technical nurse, ethical and legal aspects of practice, health and nursing team, and nursing organizations.
5. *The Clinical Performance in Nursing Examination (CPNE)*—This examination is scheduled by appointment only and requires a 2½ day period. It involves both simulated nursing laboratory situations and real patient care situations in an actual general hospital setting.

   The candidate is required to administer comprehensive nursing care to 3 to 5 patients, one at a time. For each patient care situation, the candidate is observed and graded on the entire nursing process, including planning, implementation, and evaluation for either a child or an adult patient. During each patient care situation the candidate is directly observed by a prepared nurse-evaluator, who determines whether or not the predetermined critical elements for nursing care are met as specified in the examination study guide.

   To be eligible to take this examination, a person must be enrolled in the A.S. (nursing) degree program or the A.A.S. (nursing) degree program and must have satisfactorily completed the seven written examinations in the Nursing Component at the associate degree level.

   Details pertaining to both the procedures and the content of this clinical performance examination and the criteria for success are outlined in the Clinical Performance in Nursing Examination Study Guide which may be obtained on request by enrolled candidates.

SATISFYING NURSING COMPONENT REQUIREMENTS

Candidates may satisfy area requirements in the Nursing Component by means of proficiency examinations or by waiving these examinations through college courses from regionally accredited colleges or universities which have recognized or accredited nursing programs. *The clinical performance requirement may be satisfied only by successful completion of the Regents External Degree Clinical Performance in Nursing Examination. No exceptions are made.*

The outline below indicates how proficiency examinations and college courses may be used to meet degree requirements for the Nursing Component.

Examinations

The seven written examinations and the clinical performance examination of the Nursing Component are:

1. Nursing Health Care
2. Commonalities in Nursing Care—Area I
3. Commonalities in Nursing Care—Area II
4. Differences in Nursing Care—Area I
5. Differences in Nursing Care—Area II
6. Differences in Nursing Care—Area III
7. Occupational Strategy
8. Clinical Performance in Nursing Examination (CPNE)

The first seven examinations listed above are objective, multiple choice, and written tests, and may be taken in any order; however, the list provides a logical sequence. To be eligible for the Clinical Performance in Nursing Examination (CPNE), candidates must have successfully completed all 7 written nursing examinations (or have them waived by acceptable college-level nursing courses). The general education requirements can be satisfied in any sequence—before, after, or during completion of the Nursing Component requirements; however, most candidates would benefit from meeting the supportive general education requirements before completing the nursing examinations.

Policy for Cancellation of Clinical Performance in Nursing Examination

A policy governing cancellation of the Clinical Performance in Nursing Examination went into effect January 1, 1979.

Candidates are encouraged to apply for the Clinical Performance in Nursing Examination only when they are fully prepared to take it. Written confirmation of the appointment will be sent approximately three weeks prior to the scheduled date of the Clinical Performance in Nursing Examination. The examination appointment should not be cancelled except in very unusual circumstances; however, when cancellation is absolutely necessary, notification should be made as soon as possible by telephone, directly to a nursing advisor in the central office. Due to the nature of this examination, *refunds cannot be made*. However, fees previously received are subject to the following policy:

1. Candidates who are unable to take the CPNE on the scheduled date and who notify the central office *no later than ten days* prior to the first day of the examination may apply for another appointment without additional fees.

2. Candidates who cancel the CPNE from *ten days to three days* prior to the first day of the examination will be charged an additional fee of $50 to cover the expenses paid to evaluators who are unable to change plans without adequate notice. Frequently, it is difficult to locate and schedule other candidates in time to fill vacant positions in the examination schedule. The additional fee of $50 must be received in order to reschedule an examination appointment.
3. Candidates who cancel the CPNE *two days or less* prior to the first day of the examination, or who fail to report for the examination as scheduled, will forfeit the total examination fee. This is required to meet administrative expenses that cannot be avoided on short notice. The program must pay evaluators who are employed for the test period even though candidates do not appear. In addition to the expenses to the program in paying evaluators, last minute cancellations leave vacancies in the test schedule and insufficient time makes it impossible to locate and schedule other candidates who are waiting to take the examination. Therefore, in order to reschedule the examination a candidate must submit a new application and examination fee as outlined in the study guide.

Policy for Repeating Clinical Performance in Nursing Examination

When the CPNE is failed on the first attempt a candidate may reapply and repeat it a maximum of *two more times.* A candidate will *NOT* be allowed to take the CPNE more than three times except in highly unusual circumstances. An individual who has failed a performance examination three times may appeal to retake the examination. This appeal must be made in typewritten form to the coordinator of Nursing Programs *no earlier than one year and no later than two years after the third failure of the examination.*

A candidate will no longer be officially enrolled in the Regents External Degree Nursing Program following a lapse of two years from the date of the third failure of the CPNE (or immediately after the fourth failure if an appeal is granted). If a candidate then wishes to re-enroll in either Regents External Degree Nursing Program after the two year deadline, a written appeal must be submitted to the Coordinator.

All appeals, related either to retaking an examination for a fourth time, or for readmission to the Regents External Degree Program in Nursing, will be considered on an individual basis by the Overall Nursing Faculty Committee. The major factor that the Faculty will consider is documentation that additional competence has been gained through such ways as supervised clinical experience, tutoring by an appropriate clinical teacher, course work with a clinical component, and/or changes in a candidate's work related activities that might have increased clinical experience.

Guidelines for Requesting Waiver of Regents External Degree Nursing Examinations

Under certain conditions, transcripts containing conventional college courses, and military service school courses or military occupational specialties, can be submitted for purposes of requesting a waiver of a Regents External Degree nursing examination. It is important to note that any college or military course work submitted for waiver of nursing examinations:

- must have been accomplished within 10 years of the date of enrollment in the Regents External Degree Program;
- must cover content equivalent to that of the examination for which waiver is sought;
- must carry a grade of C or better; and,
- must be from an accredited institution of higher education or an approved military service school program. College or university level nursing courses from fully recognized foreign institutions of higher education can also be submitted for evaluation.

Nursing courses from hospital diploma programs (in either this country or another) are not eligible for transfer since they do not carry college credits. However, learning from such courses may be converted into academic credit by passing the Regents External Degree Examinations in nursing.

College Courses for Degree Credit—The following guidelines are provided to assist the candidate in determining the types of courses which can be submitted for purposes of requesting waiver of a Regents External Degree nursing examination. A nursing examination will be waived only if the completed courses cover *all* the content included in the examination developed to measure achievement in that area. Since the content for a specific course can vary from college to college, a blanket statement concerning the waiving of an examination for a course with a particular title cannot be made. Instead, an examination will be waived only after an evaluation of the description and/or outline of a course is made, and the nursing degree Transcript Evaluation Subcommittee is certain that all topics have been covered.

The course titles listed on the following pages are provided only as examples. It *cannot* be assumed that all courses with such titles will satisfy a Nursing Component requirement.

The following guidelines are organized by Nursing Component requirement. The titles for the courses which could be utilized to waive an examination are listed under the requirement to which they apply. In some cases, a comprehensive course or combination of courses could be used to waive more than one examination. Examples of these types of courses are also provided.

Candidates should remember that college courses in nursing must have been completed with a grade of C or better within ten years of enrollment in a Regents External associate degree nursing program, and must cover all the topics included on the examination developed to measure achievement in that area. It is not possible for a candidate to waive the Clinical Performance in Nursing Examination.

I. *Commonalities in Nursing Care—Area I*

Depending upon content, the completion of a minimum of 3 to 4 semester hours in any one of the following courses:

A. Fundamentals of Nursing
B. Introduction to Nursing
C. Physical-Mental Illness (first semester course)
D. Nursing of Adults (first semester course)
E. Clinical Science in Nursing (first semester course)

In order for any course(s) to qualify for waiving the Commonalities in Nursing Care—Area I Examination, it must include all of the following common or recurring areas of nursing care: The Comfort, Rest, and Activity of Man; Nutrition; Elimination; Care of Skin and Mucous Membranes.

II. *Commonalities in Nursing Care—Area II*

Depending upon content, the completion of any one of the following courses:

A. Fundamentals of Nursing
B. Introduction to Nursing (Minimum of 4 semester-hour course from either an associate program or baccalaureate program)
C. Physical-Mental Illness (First or second semester course)
D. Nursing of Adults (First or second semester course)
E. Clinical Science in Nursing (First or second semester course)

In order for any course(s) to qualify for waiving the Commonalities in Nursing Care—Area II Examination, it must include all of the following common or recurring areas of nursing care: Fluid Electrolyte Balance, Asepsis, Communication and Interpersonal Relations, Safe Environment, Oxygenation.

III. *Commonalities in Nursing Care—Area I and II* can both be satisfied, depending upon course content, by completing: Minimum of 5 to 6 semester hour course in Fundamentals of Nursing at the baccalaureate level,

OR

Minimum of 1 to 2 semester courses from any of the following:

A. Introduction to Nursing
B. Physical-Mental Illness
C. Nursing of Adults
D. Clinical Science in Nursing

All topics listed under Commonalities in Nursing Care—Areas I and II must be covered by these courses in order to be utilized to waive both Area I and II Examinations.

IV. *Differences in Nursing Care—Area I*

Depending upon content, the completion of the following combination of courses:

A. Maternal-Child Health (Maternity Part),

AND

B. Any one of the following or comparable courses:

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        1. Medical-Surgical Nursing
        2. Nursing of Adults
        3. Physical-Mental Illness
        4. Clinical Science in Nursing

To have the Differences in Nursing Care—Area I Examination waived, the courses must include nursing content specifically related to the different diseases and/or health care problems of both children and adults which the technical nurse may expect to encounter in clinical situations. The course must specifically focus on oxygenation and cell growth.

V. *Differences in Nursing Care—Area II*

Depending upon content, the completion of the following combination of courses:

A. Psychiatric-Mental Health Nursing,

AND

B. Any one of the following or comparable courses:
    1. Medical-Surgical Nursing
    2. Nursing of Adults
    3. Physical-Mental Illness
    4. Clinical Science in Nursing

To have the Differences in Nursing Care—Area II Examination waived, the courses must include nursing content specifically related to the different diseases and/or health care problems of both children and adults which the technical nurse may expect to encounter in clinical situations. The courses must specifically focus on Behavioral Responses and Alterations of Body Secretions.

VI. *Differences in Nursing Care—Area III*

Depending upon content, the completion of any one of the following or comparable courses:

A. Medical-Surgical Nursing
B. Nursing of Adults
C. Physical-Mental Illness
D. Clinical Science in Nursing

To have the Differences in Nursing Care—Area III Examination waived, the courses must include nursing content specifically related to the different diseases and/or health care problems of both children and adults which the technical nurse may expect to encounter in clinical situations. The courses must specifically focus on Infectious Process, Tissue Trauma, and Neuro-muscular Dysfunctions.

VII. *Differences in Nursing Care—Areas I, II, and III* can be totally satisfied, depending upon course content, by completing:

A. Maternal-Child Health,

AND

B. Psychiatric-Mental Health,

AND

C. Any one of the following courses:
   1. Medical-Surgical Nursing
   2. Physical-Mental Illness
   3. Adult and Child Care

All topics listed under Differences in Nursing Care: Areas I, II, and III must be covered by these courses in order to be utilized to waive Areas I, II, and III Examinations.

VIII. *Nursing Health Care*

Depending upon content, the completion of any two or more of the following courses:

A. Nursing Family Health
B. Dynamics of Health Care
C. Nursing Process
D. Nutrition
E. Human Growth & Development
F. Public Health Nursing
G. Fundamentals of Nursing

To have the Nursing Health Care Examination waived, the courses must cover the basic concepts in health, as well as the interrelationship of the psychosocial and cultural factors which affect health. They must involve the health continuum, health care delivery systems, and factors influencing common health deviations. Particular emphasis must be made on the role of nursing and the technical nurse in relation to these aspects of health.

IX. *Occupational Strategy*

Depending upon content, the completion of the following courses:
Minimum of a 3 semester-hour course in Foundations of Nursing,

OR

Trends in Nursing

OR

Minimum of 2 semester courses from any of the following:

A. Nursing Process
B. Seminar on Nursing Problems
C. Perspectives in Nursing

To have the Occupational Strategy Examination waived, the course(s) must cover the role of the technical nurse in relation to the current practice of nursing and functions of the technical nurse within the legal limitations placed on an interdisciplinary health team, nursing team, licensure, and other legal guidelines governing nursing practice, nursing organizations, ethical and educational aspects of the practice of nursing, and the functions of the technical nurse.

Military Service Schools and Occupational Specialties

The requirements of the Nursing Component can be met by successfully completing military service schools or occupational specialties which contain appropriate nursing and nursing-related college-level work and which have been evaluated by the Office on Educational Credit and Credentials (OECC) of the American Council on Education. The OECC recommendations will be considered by the Nursing Faculty in evaluating nursing and nursing-related military courses for waiver of examinations in the Nursing Component of the Regents External Degrees.

Special Assessment

Since specially designed examinations for the entire Nursing Component have been developed, Special Assessment procedures are NOT applicable here. Because this is a noninstructional assessment program that depends entirely on objective and consistent measurement of achievement, all candidates (regardless of prior education, experience, or licensure) are required to demonstrate their knowledge. Candidates with considerable past education and experience in nursing have found such preparation an advantage, permitting them to complete the degree requirements more quickly and with less difficulty than others.

Turn to Part IV of the catalog to review the content descriptions of the examinations applicable to Regents External Degrees.

SOME QUESTIONS YOU MAY BE ASKING ABOUT THE ASSOCIATE DEGREES IN NURSING

Q. *Can I apply my diploma school and/or LPN courses toward the Associate Degrees in Nursing?*

A. No. While diploma school and LPN courses provide helpful learning opportunities for some aspects of nursing, they *cannot* be counted for credit toward the Associate degrees in nursing because they are not collegiate level. Such courses may be useful as part of the preparation for Regents External Degree in nursing examinations.

Q. *Can I waive the Clinical Performance in Nursing Examination (CPNE)?*

A. No. The Clinical Performance requirement may be satisfied *only* by successful completion of the CPNE. This is the only way the program can document objectively the competence of candidates, regardless of background and experience.

Q. *What is the difference between the requirements for the A.S. (nursing) degree and the A.A.S. (nursing) degree?*

A. The Nursing Component requirements for the two degrees are identical; the difference is found in the requirements for the General Education Component. The A.A.S. (nursing) degree is based on the number of courses or examinations satisfactorily completed, as indicated on page 95, and allows considerable flexibility in the elective category. The A.S. (nursing) degree will only be awarded when 30 or more credits are earned in the arts and sciences distributed as indicated on page 95. The A.S. (nursing) degree, therefore, may be more useful to those who expect to continue their academic studies.

SAMPLE STATUS REPORTS

Associate in Science (nursing) and Associate in Applied Science (nursing) Regents External Degrees

The two Sample Status Reports on the following pages indicate how courses and examinations are recorded in both (1) the Associate in Science (nursing) and (2) Associate in Applied Science (nursing) degree programs. Similar course work and examinations have been used for both degrees to illustrate how the two degrees differ in their requirements. In each case, the individual receiving the Status Report submitted transcripts for evaluation from three testing agencies (Regents External Degree Program, New York College Proficiency Examination Program, College Level Examination Program), one regionally accredited college (University of V.), and one military service school.

An "X" has been entered on both Status Reports to designate the specific degree requirement to which each course or examination applies. The code letters at the bottom of the Status Reports indicate whether each of the specific degree requirements has been completely satisfied (C); partially satisfied (P); or not satisfied (N).

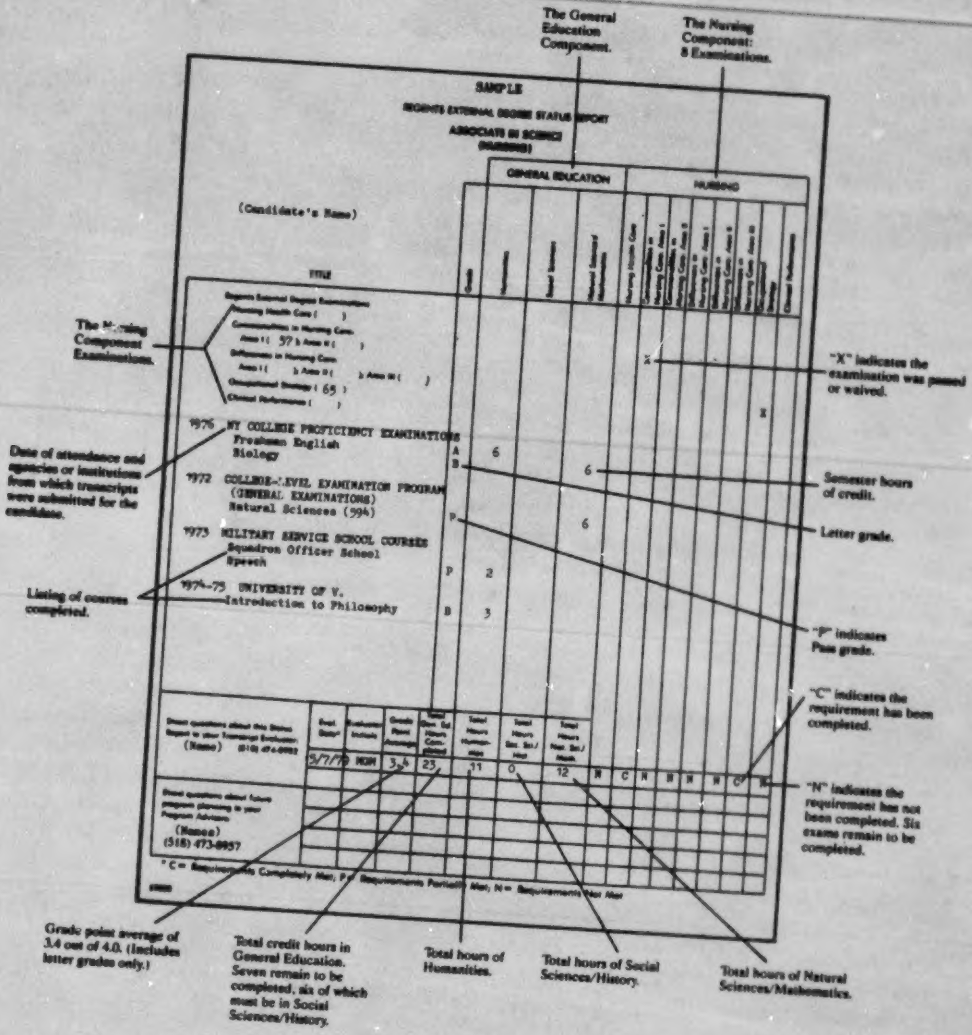
Associate in Science (nursing)

In the General Education Component of the Associate in Science (nursing) degree the amount of credit allowed for each course and examination is listed under the requirement it fulfills. For example, the 6 semester hours of credit for the New York College Proficiency Examination "Freshman English" are listed and classified under the humanities area of the distribution requirement. The total number of hours of credit earned in each of the Associate in Science (nursing) general education areas appears at the bottom of the Status Report.

To satisfy the General Education Component in the Associate in Science (nursing) program, the candidate must complete 30 credits in the liberal arts and sciences, with a minimum of six credits each in humanities, social sciences/history, and natural sciences/mathematics; the remaining 12 credits must be in one or more of these three arts and sciences areas. The Associate in Science (nursing) sample Status Report indicates that the candidate has completed 23 credits towards the General Education Component: 11 credits in the humanities area, and 12 credits in the natural sciences/mathematics area. To satisfy the 30 credit requirement, this candidate must complete 7 additional credits. Since no credits have been earned in the social sciences/history area, 6 of the 7 credits must be in a social science/history subject; the remaining one credit may be earned in any of the liberal arts and sciences areas.

A review of the Nursing Component indicates that the candidate has satisfied the Commonalities in Nursing Care: Area I and the Occupational Strategy requirements by completing Regents External Degree nursing examinations. The score for these two tests is listed after the title of each. To complete the Nursing Component, the candidate must first satisfy the requirements in Nursing Health Care and Commonalities in Nursing Care: Area II, and Differences in Nursing Care: Areas I, II, and III, either by appropriate Regents External Degree Examinations or by submitting official transcripts of associate degree nursing courses, in accordance with requirements. (See page 95.)

The Clinical Performance in Nursing Examination is the culminating examination of the Nursing Component of the associate degree nursing programs. The CPNE cannot be waived under any circumstances. Completion of the 7 general education credits and the remaining Nursing Component requirement will totally satisfy the Associate in Science (nursing) degree requirements.



SAMPLE

REGENTS EXTERNAL DEGREE STATUS REPORT

ASSOCIATE IN SCIENCE

(NURSING)

(Candidate's Name)

GENERAL EDUCATION

NURSING

TITLE

Regents External Degree Examinations

Nursing Health Care ( )

Commonalities in Nursing Care: Area I (57) Area II ( )

Differences in Nursing Care: Area I ( ) Area II ( ) Area III ( )

Occupational Strategy (65)

Clinical Performance ( )

1976 NY COLLEGE PROFICIENCY EXAMINATIONS
Freshman English A 6
Biology B 6

1972 COLLEGE-LEVEL EXAMINATION PROGRAM
(GENERAL EXAMINATIONS)
Natural Sciences (594) P 6

1973 MILITARY SERVICE SCHOOL COURSES
Squadron Officer School
Speech P 2

1974-75 UNIVERSITY OF V.
Introduction to Philosophy B 3

(Name)

(Names)
(518) 473-8957

5/7/79 MGM 3.4 23 11 0 12 N C N N N N C N

* C = Requirements Completely Met; P = Requirements Partially Met; N = Requirements Not Met

The General Education Component.

The Nursing Component: 8 Examinations.

The Nursing Component Examinations.

"X" indicates the examination was passed or waived.

Date of attendance and agencies or institutions from which transcripts were submitted for the candidate.

Semester hours of credit.

Letter grade.

Listing of courses completed.

"P" indicates Pass grade.

"C" indicates the requirement has been completed.

"N" indicates the requirement has not been completed. Six exams remain to be completed.

Grade point average of 3.4 out of 4.0. (Includes letter grades only.)

Total credit hours in General Education. Seven remain to be completed, six of which must be in Social Sciences/History.

Total hours of Humanities.

Total hours of Social Sciences/History.

Total hours of Natural Sciences/Mathematics.

Figure 7

SAMPLE
STATUS REPORT
INFORMATION SHEET

A.S. (nursing) Degree

x To satisfy the total and/or distribution requirements of the General Education Component, you must earn an additional

7 semester hours of credit. Of this total, you must earn a minimum of ____ in the humanities, 6 in the social sciences or history, ____ in the natural sciences or mathematics area. Of the remaining credits, 1 must be in one or all of the above areas of the arts and sciences.

____ semester hours of credit in an academic area of the arts and sciences.

____ Because of the limited amount of credit submitted, it is not possible to provide you with specific information at this time regarding the extent to which you have satisfied the distribution requirement of your program. Carefully review the requirements for your degree program. If you need assistance, contact your Program Advisor.

x To satisfy the Nursing Component, the following requirements must be completed:

- x Nursing Health Care
- ____ Commonalities in Nursing Care—Area I
- x Commonalities in Nursing Care—Area II
- x Differences in Nursing Care—Area I
- x Differences in Nursing Care—Area II
- x Differences in Nursing Care—Area III
- ____ Occupational Strategy
- x Clinical Performance Examination
- ____ All Nursing Component Requirements

Associate in Applied Science (nursing)

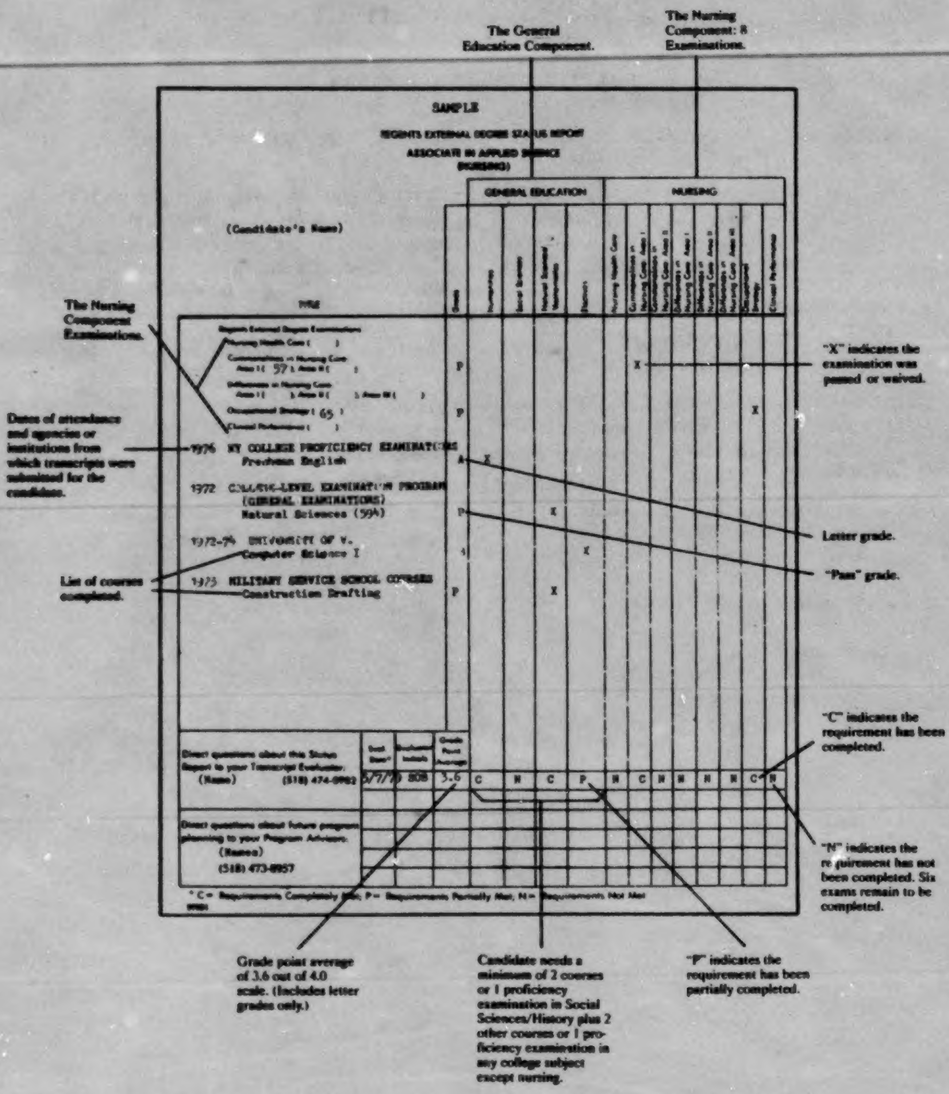
In the Associate in Applied Science (nursing) program, the General Education Component can be satisfied by completing five proficiency examinations, or 10 one-semester courses, or an appropriate combination of examinations and courses. The distribution requirement of the Associate in Applied Science (nursing) General Education Component states that an individual must complete at least one examination or two one-semester courses in each of the following areas: humanities, social sciences/history, and natural sciences/mathematics. In addition, a maximum of two examinations or four one-semester courses, classified as electives, may be used to satisfy the General Education Component of the Associate in Applied Science (nursing) degree.

The sample Status Report indicates that this individual submitted results of three proficiency examinations, a one-semester college course, and a military service school course which was equated to a one-semester elective course on the basis of the credit recommendation provided by the American Council on Education. Because one examination is in the area of humanities and another is in the area of natural sciences/mathematics, these two areas have been completely satisifed. (Note code letter "C" at bottom of Status Report.) However, since the individual has not submitted any examination results or college courses in the area of social sciences/history the code letter "N" appears at the bottom of the Status Report. One examination or two one-semester courses are required to complete the area of social sciences/history. The area of electives is partially satisfied. (Note code letter "P"). One examination or two one-semester courses are required to complete the electives area.

A review of the Nursing Component indicates that the candidate has satisfied the Commonalities in Nursing Care: Area I and the Occupational Strategy requirements by completing Regents External Degree nursing examinations. The score for these two tests is listed after the title of each. To complete the Nursing Component, the candidate must first satisfy the requirements in Nursing Health Care, Commonalities in Nursing Care: Area II, Differences in Nursing Care: Areas I, II, and III and the Clinical Performance in Nursing Examination. Written nursing examination requirements can be satisfied either by appropriate Regents External Degree Examinations or by submitting official transcripts of associate degree nursing courses in accordance with requirements. (See page 95.)

The CPNE cannot be waived under any circumstances. Completion of the General Education and Nursing Component requirements will totally satisfy the Associate in Applied Science (nursing) degree requirements.

At the bottom of the actual Status Reports are listed the names of the Transcript Evaluators and Program Advisors. Questions regarding the candidate's program may be directed to either. In general, Transcript Evaluators will respond to queries about the Status Report and the status of the candidate's records on file in the Registrar's Office. Program Advisors will answer questions regarding the planning of a program to fulfill degree requirements.



The General Education Component.

The Nursing Component: 8 Examinations.

SAMPLE

REGENTS EXTERNAL DEGREE STATUS REPORT

ASSOCIATE IN APPLIED SCIENCE (NURSING)

(Candidate's Name)

GENERAL EDUCATION

NURSING

Regents External Degree Examinations

Nursing Health Care ( )

Commonalities in Nursing Care: Area I (57), Area II ( )

Differences in Nursing Care: Area I ( ), Area II ( ), Area III ( )

Occupational Strategy (65)

Clinical Performance ( )

1976 NY COLLEGE PROFICIENCY EXAMINATIONS
Freshman English

1972 COLLEGE-LEVEL EXAMINATION PROGRAM (GENERAL EXAMINATIONS)
Natural Sciences (594)

1972-74 UNIVERSITY OF V.
Computer Science I

1973 MILITARY SERVICE SCHOOL COURSES
Construction Drafting

Direct questions about this Status Report to your Transcript Evaluator:
(Name) (518) 474-0982

5/7/7[illegible] 808 3.6 C N C P N C N N N N C N

Direct questions about future program planning to your Program Advisor:
(Names)
(518) 473-8957

* C = Requirements Completely Met; P = Requirements Partially Met; N = Requirements Not Met

The Nursing Component Examinations.

Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.

List of courses completed.

"X" indicates the examination was passed or waived.

Letter grade.

"Pass" grade.

"C" indicates the requirement has been completed.

"N" indicates the requirement has not been completed. Six exams remain to be completed.

Grade point average of 3.6 out of 4.0 scale. (Includes letter grades only.)

Candidate needs a minimum of 2 courses or 1 proficiency examination in Social Sciences/History plus 2 other courses or 1 proficiency examination in any college subject except nursing.

"P" indicates the requirement has been partially completed.

Figure 8

SAMPLE
STATUS REPORT
INFORMATION SHEET

A.A.S. (nursing) Degree

__x__ To satisfy the total and/or distribution requirements of the General Education Component you must complete an additional

__2__ examination(s) or __4__ semester course(s). Of this total, you must complete a minimum of _____ examination(s) or _____ semester course(s) in the humanities, __1__ examination(s) or __2__ semester course(s) in the social sciences-history, _____ examination(s) or _____ semester course(s) in the natural sciences-mathematics area. The remaining __1__ examination(s) or __2__ semester course(s) can be earned in any academic area including electives.

_____ examination(s) or _____ semester course(s) in any academic area including the electives.

_____ Because of the limited amount of credit submitted, it is not possible to provide you with specific information at this time regarding the extent to which you have satisfied the distribution requirement of your program. Carefully review the requirements for your degree program. If you need assistance, contact your Program Advisor.

__x__ To satisfy the Nursing Component, the following requirements must be completed:

__x__ Nursing Health Care
_____ Commonalities in Nursing Care—Area I
__x__ Commonalities in Nursing Care—Area II
__x__ Differences in Nursing Care—Area I
__x__ Differences in Nursing Care—Area II
__x__ Differences in Nursing Care—Area III
_____ Occupational Strategy
__x__ Clinical Performance Examination
_____ All Nursing Component Requirements

Mr. Daniel P. Goodwin
Bachelor of Arts

While most of his peers were pledging fraternities and typing term papers, Mr. Daniel P. Goodwin of Brooklyn, New York was organizing unions and running political campaigns. Then, the lack of a college degree prevented him from becoming a lawyer.

Despite a perfect score on the Law School Admission Test, achieved by less than one percent of all law school applicants, Mr. Goodwin was rejected by a dozen schools for failing to meet the admission requirement of a baccalaureate degree. Undeterred, and confident he could learn more and better on his own, he searched for a program that would let him proceed at his own pace.

Exactly nine months after discovering the Regents External Degree Program, Mr. Goodwin completed the requirements for a Bachelor of Arts degree with a double concentration, in political science and mathematics. This he accomplished by taking two Graduate Record Examination (GRE) Advanced tests and several College-Level Examination Program (CLEP) tests. In the fall of 1978 he began his first year at Harvard Law School.

At the time he was awarded his Regents Bachelor of Science degree in 1976, Mr. Luis A. Ennis was employed by the New York City Police Department. His degree helped him change careers. He now works for the New York City Board of Education in the field of nutrition and dietetics. He has also completed requirements for membership in the American Dietetic Association. Mr. Ennis is continuing his formal education by enrolling in C.W. Post College's Master of Science program in medical biology with a specialization in nutritional science.

In earning his Regents Bachelor of Science degree Mr. Ennis combined course work taken at four different colleges with both Regents External Degree Examinations and New York College Proficiency Examinations.

Mr. Luis A. Ennis
Bachelor of Science

THE REGENTS EXTERNAL BACHELOR'S DEGREES IN LIBERAL ARTS AND SCIENCE

The University of the State of New York offers two liberal arts and science Regents External Degrees on the baccalaureate level—a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.). The degree requirements for both programs are broadly based in the liberal arts—humanities, social sciences/history, and natural sciences/mathematics—to allow an individual maximum flexibility in planning a program of study. Both of these degrees can be completed with either a liberal studies option or a concentration option in a specific liberal arts subject area. There is no established order in which requirements must be met, nor is there a time constraint on how long it takes to earn either of these external degrees. All of the methods described in the "Ways of Earning Credit" section of this catalog can be applied toward earning either the B.A. or the B.S. degree. All credits earned toward satisfying the requirements of the Associate in Arts and Associate in Science Regents External Degrees can be applied toward either of these bachelor's degrees.

The Bachelor of Arts degree is more heavily based on the liberal arts and sciences, requiring at least 90 semester hours of credit in the humanities, social sciences/history and natural sciences/mathematics out of the total 120 semester hours required for the degree. The remaining 30 semester hours of credit can be earned in any field of college-level study, including professional, technical, or occupational subject areas; or by additional study in the liberal arts and sciences.

The Bachelor of Science degree also requires a total of 120 semester hours of credit but only 60 semester hours must be earned in the liberal arts and sciences. The remaining 60 semester hours may be earned in any field(s) of college-level study, including the liberal arts and sciences. *For this reason, the Bachelor of Science degree provides greater flexibility of choice and permits a candidate to accumulate a block of up to 60 credits in professional, technical or occupational subject areas.*

The following sections describe the specific requirements for both the Bachelor of Arts and Bachelor of Science external degrees. Candidates should compare closely both sets of requirements with their own educational backgrounds and aspirations to determine which degree better meets their needs. Should a candidate be enrolled in one external degree program and decide that another one would be more appropriate, a transfer of degree program may be requested by informing the Registrar in writing.

Those candidates holding a baccalaureate degree from any college or university, who wish to obtain another, should write to the Program office for a statement of the special requirements.

Candidates who wish to enter a graduate or professional program after completing the Bachelor of Arts or Bachelor of Science Regents External Degree should consult the college or university they plan to attend in order to determine entrance requirements.

BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREES: PROGRAM OPTIONS

1. *Liberal Studies Option*

Candidates for this option may pursue a broad liberal arts and sciences study program, as long as they fulfill the degree requirements outlined below. Apart from the basic distribution and level requirements, which call for a minimum number of semester hours of credit in the humanities, social sciences/history, and natural sciences/mathematics, and a minimum number of credits at the beyond elementary and advanced levels, there is no restriction on how credits in the liberal arts and sciences may be distributed in this option. In the Bachelor of Arts degree program, 90 semester hours of credit in the liberal arts and sciences are required. In the Bachelor of Science degree program, 60 semester hours of credit in the liberal arts and sciences are required.

2. *Concentration in Specific Subject Area*

Candidates choosing to concentrate their liberal arts and science hours in one subject area must satisfy all of the requirements for the Bachelor of Arts or the Bachelor of Science degree described below. The term "concentration" is used advisedly. It implies a certain amount of specialization in an academic area—such as history or literature in English—rather than a sequential, integrated curriculum in that subject. The requirements for establishing a concentration in a liberal arts and science subject area are the same for both the Bachelor of Arts and the Bachelor of Science degrees. Subject concentrations are offered *only* in the liberal arts and science subjects below:*

Biology
Chemistry
Computer Science
Economics
French (Literature)
Geography
Geology
German (Literature)
History
Literature in English
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Sociology
Spanish (Literature)

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*For further information on developing a subject concentration, see the catalog section titled, "Concentration Requirements for the Bachelor of Arts and Bachelor of Science Degrees," on page 123.

BACHELOR OF ARTS AND BACHELOR OF SCIENCE

BACHELOR OF ARTS

Degree Requirements

Candidates must complete all of the following requirements:

1. Minimum number of semester hours—Candidates must earn a minimum of 120 semester hours.
2. Distribution Requirements—Of the 120 semester hours required for the degree, a minimum of 90 must be in the arts and sciences, with a distribution among the humanities, social sciences/history, and natural sciences/mathematics. A minimum of 9 semester hours must be earned in any one of these three areas of study, with a minimum of 12 in each of the remaining two areas. The additional 57 semester hours needed to satisfy the 90 hours required in the arts and sciences can be distributed among the three areas or earned in only one of the three areas of the distribution requirement.
3. Electives—Of the total 120 semester hours required for the degree, 30 may be electives and may be earned in any field(s) of collegiate study including vocational, professional, or technical areas, as well as the humanities, the social sciences/history, and the natural sciences/mathematics.

   An individual who wishes to develop a specialization in a professional or occupational area (e.g., health, building construction) can concentrate as many as 30 hours in that subject area. It is not possible, however, to earn the Regents External Bachelor of Arts Degree with a *designated* concentration in such professional or occupational fields.
4. Course Level Requirement—Of the 120 semester hours of credit required, a minimum of 45 semester hours must be upper division. All 45 of these credits must be in the arts and sciences. Of the 45 upper division arts and science credits, a minimum of 12 credits must be at the Advanced Level, with the remaining 33 credits at the Beyond Elementary Level.

BACHELOR OF SCIENCE

Degree Requirements

Candidates must complete all of the following requirements:

1. Minimum number of semester hours—Candidates must earn a minimum of 120 semester hours.
2. Distribution Requirements—Of the 120 semester hours required for the degree, a minimum of 60 must be in the arts and sciences, with a distribution among the humanities, social sciences/history, and natural sciences/mathematics. A minimum of 6 semester hours must be earned in any one of these three areas of study, with a minimum of 9 in each of the remaining two areas. The additional 36 semester hours needed to satisfy the 60 hours required in the arts and sciences can be distributed among the three areas or earned in only one of the three areas of the distribution requirement.
3. Electives—Of the total 120 semester hours required for the degree, 60 may be electives and may be earned in any field(s) of collegiate study including vocational, professional, or technical areas, as well as the humanities, the social sciences/history, and the natural sciences/mathematics.

   An individual who wishes to develop a specialization in a professional or occupation area (e.g., health, building construction) can concentrate as many as 60 hours in that subject area. It is not possible, however, to earn the Regents External Bachelor of Science Degree with a *designated* concentration in such professional or occupational fields.
4. Course Level Requirement—Of the 120 semester hours of credit required, a minimum of 45 semester hours must be upper division. At least 30 of these 45 must be in the arts and sciences. The remaining 15 semester hours may be in any elective field, including arts and sciences. Of the 30 arts and science credits, a minimum of 12 credits must be at the Advanced Level with the remaining 18 credits at the Beyond Elementary Level.

5. Minimum Academic Average—To earn a Bachelor of Arts or Bachelor of Science Degree, candidates will be required to achieve a cumulative average of "C" (2.0) or better. Likewise, a "C" average (2.0) is required in a Subject Concentration Area. For further information please refer to the "Grading" and "Computing a Numerical Academic Average" portions of the "General Information" section of this catalog.

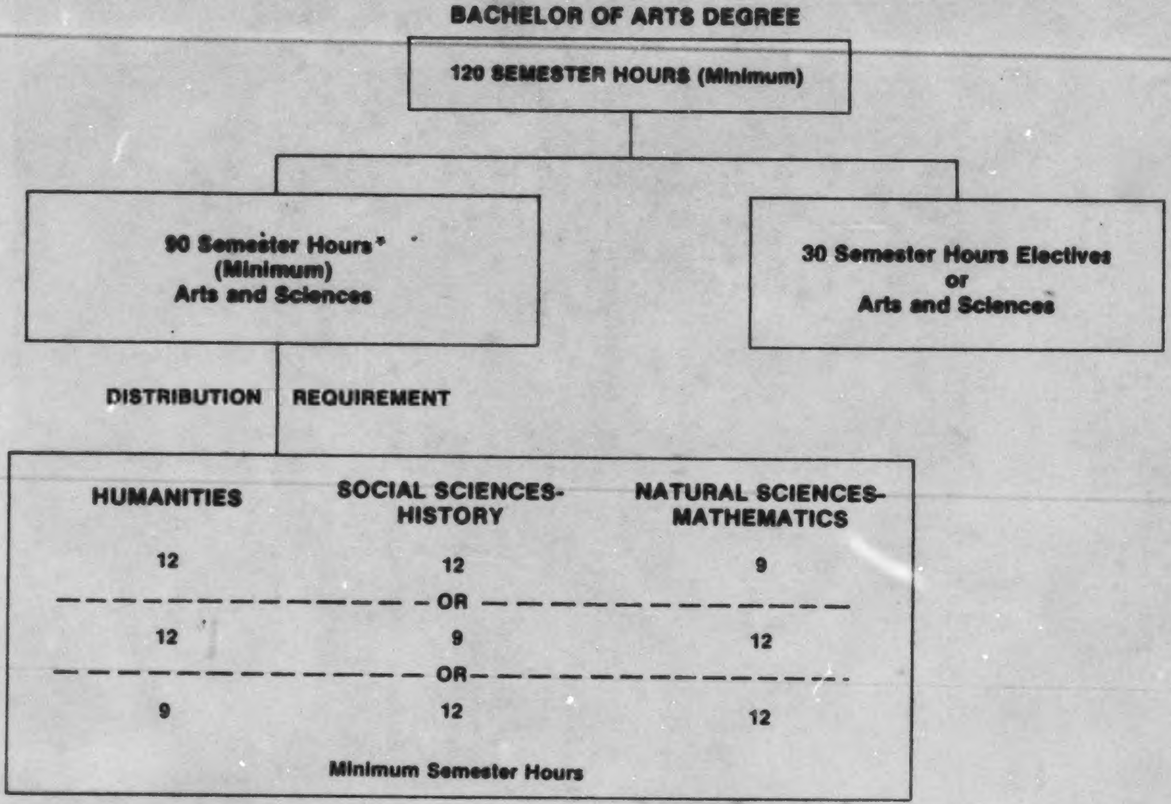
CLASSIFICATION OF COURSES BY LEVEL FOR THE BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREE PROGRAMS

Elementary Level: The content of these courses is on a beginning college level. For example, a two-semester sequence of courses in Introductory or General Psychology would be classified as being elementary level.

Beyond Elementary (Intermediate) Level: The content of these courses is beyond the level of a beginning (elementary) college course. Such courses assume that the student has background knowledge in the subject matter area equivalent to at least one introductory course; this may or may not be stated as a formal prerequisite by an institution. For example, a Social Psychology course which assumes prior knowledge of General Psychology would be classified as beyond elementary level.

Advanced Level: The content of these courses is beyond the intermediate level. Such courses assume that the student has background knowledge in the subject matter area equivalent to the elementary and intermediate level. In many cases these courses will have as formal prerequisites the completion of lower-level courses. For example, a course in Experimental Psychology which assumes prior knowledge of General Psychology as well as more specific aspects of psychology would be classified as advanced level. *Two yeqr community or junior college courses, however, are not classified at the advanced level.*

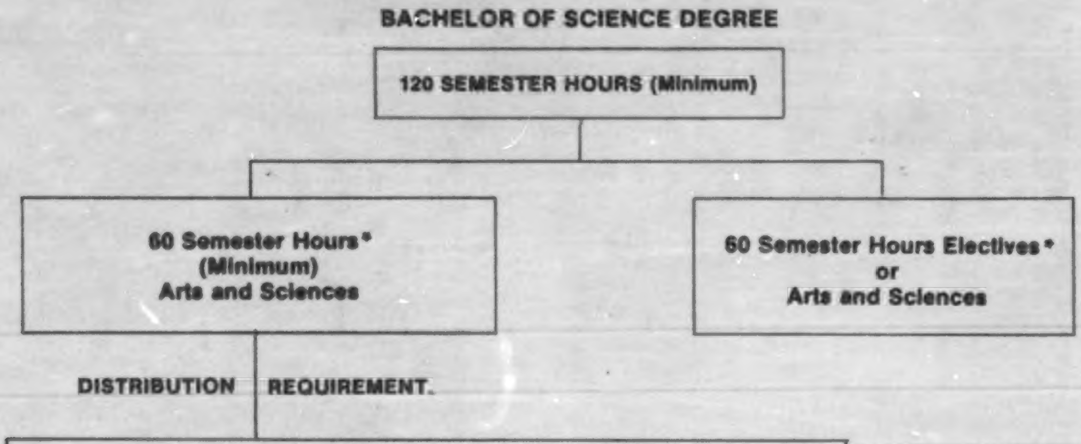
In providing course-level recommendations, institutions are requested to base their classification strictly on the course content and the place of this course in the sequence of its curriculum in that subject. A complete, detailed Policy Statement on The Classification of Courses by Level is available from the Regents External Degree Registrar. Candidates should consult the section "How to Earn A Regents External Degree: A Step-By-Step-Guide" to determine the type of information which must be forwarded directly to the Regents External Degree Program, along with an official copy of the candidate's transcript, by the institution where the courses were completed. Proficiency examinations which can be used to satisfy degree requirements have been classified according to level and distribution area in the section titled, "Approved Examinations for Fulfilling the Associate in Arts, Associate in Science, and the General Education Component of the Associate in Science (nursing), Associate in Applied Science (nursing), Bachelor of Science (nursing), and Bachelor of Science (business) Regents External Degree Requirements," on pages 188-191.


BACHELOR OF ARTS DEGREE
120 SEMESTER HOURS (Minimum)
90 Semester Hours*
(Minimum)
Arts and Sciences
30 Semester Hours Electives
or
Arts and Sciences
DISTRIBUTION
REQUIREMENT
Minimum Semester Hours

HUMANITIES	SOCIAL SCIENCES-HISTORY	NATURAL SCIENCES-MATHEMATICS
12	12	9
	OR	
12	9	12
	OR	
9	12	12

* Of the 90 semester hours in the arts and sciences, a minimum of 45 must be *beyond the elementary* level, of which a minimum of 12 semester hours must be at the *advanced* level.

Figure 9


BACHELOR OF SCIENCE DEGREE
120 SEMESTER HOURS (Minimum)
60 Semester Hours* (Minimum) Arts and Sciences
60 Semester Hours Electives* or Arts and Sciences
DISTRIBUTION REQUIREMENT.

HUMANITIES	SOCIAL SCIENCES-HISTORY	NATURAL SCIENCES-MATHEMATICS
9	9	6
	OR	
9	6	9
	OR	
6	9	9

Minimum Semester Hours

---

*A minimum of 45 semester hours of the 120 must be *beyond the elementary* level; of these at least 30 must be in the arts and sciences and the remaining 15 may be in any elective area. Of the 30 semester hours required in the arts and sciences beyond the elementary level, a minimum of 12 semester hours must be at the *advanced* level.

Figure 10

WAYS OF EARNING CREDIT TOWARD SATISFYING BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREE REQUIREMENTS

The Bachelor of Arts and Bachelor of Science degree requirements can be satisfied by:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency Examinations (See page 188 for a list of these examinations);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of the California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman Certificates; and,
7. A combination of these ways.

Degree requirements may be satisfied by any one or a combination of the above methods as long as proper distribution, course level, and grade point average requirements are satisfied.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG ON PAGES 16-47.

CONCENTRATION REQUIREMENTS FOR THE BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREES

A concentration for a bachelor's degree may be established only in the approved subject areas listed on page 117.

To establish a concentration for a bachelor's degree, a person must have successfully completed the equivalent of a *minimum* of 15 semester hours of credit at the advanced level of difficulty, *and* 12 semester hours of credit at the beyond elementary level of difficulty. (See page 119 for a description of course levels.)

The knowledge required to establish a concentration in specific arts and sciences subject areas may be demonstrated in one of the following ways:

1. Successfully completing an approved Graduate Record Examination (GRE) Advanced Test administered by the Educational Testing Service of Princeton, New Jersey. A total of 39 semester hours of credit will be awarded for passing one of these examinations, of which 12 will be classified as elementary, 12 as beyond elementary, and 15 as advanced. In addition to satisfying the requirement for a concentration in a subject area, these credit hours will also count toward the fulfillment of the total, distribution, and course level requirements for a bachelor's degree. Below are the GRE Advanced Tests which can be used to establish a concentration:

    Biology*
    Chemistry*
    Computer Science**
    Economics
    French (Literature)
    Geography
    Geology*
    German (Literature)
    History
    Literature in English
    Mathematics
    Music
    Philosophy
    Physics*
    Political Science
    Psychology
    Sociology
    Spanish (Literature)

Important: See pages 47 and 124 regarding duplication of credit with the Undergraduate Assessment Program Field Tests. Some proficiency examinations and/or college courses duplicate each other. When a candidate submits transcripts with duplicative work, the candidate will not get credit for all work shown.

2. Successfully completing an Undergraduate Assessment Program (UAP) Field Test, administered by the Regents External Degree Program in an approved subject area; AND completing either an additional 9 credits of coursework at the advanced level in the concentration subject, or an advanced level examination in an area specialty. This area specialty test will be designed by the Regents External Degree Program following the policies established for Special Assessment. A total of 30 semester hours of credit will be awarded for passing the UAP Field Test, of which 12 will be classified as elementary, 12 as beyond elementary, and 6 as advanced.

    In addition to satisfying the requirements for concentration in a subject area, the credits earned on these examinations will be applied to the total distribution and course-level requirements for a bachelor's degree.

    The Subject areas in which the Undergraduate Assessment Program Field Tests can be used to partially establish a concentration are:

---

*In addition to the requirements stated above, these concentrations require laboratory experience. The laboratory experience should be equivalent to that contained in at least two college courses in the appropriate science, of which at least one must be beyond the elementary level of difficulty.

Laboratory experience may be demonstrated by work experience, college course work or other means that display the candidate's knowledge and experience with laboratory techniques.

**A concentration in computer science is available only through the GRE Advanced Test.

Further information on GRE Advanced Tests is found in the "Ways of Earning Credit" section of this catalog.

Biology*
Chemistry*
French (Literature)
Geography
Geology*
German (Literature)
History
Literature
Mathematics
Music
Philosophy
Physics*
Political Science
Psychology
Spanish (Literature)

Important: See pages 47 and 123 regarding duplication of credit with the Graduate Record Examination Advanced Tests. Some proficiency examinations and/or college courses duplicate each other. When a candidate submits transcripts with duplicative work, the candidate will not get credit for all work submitted.

Further information on UAP Field Tests is found in the "Ways of Earning Credit" section of this catalog. See page 22.

3. Applying to the Regents External Degree Program for waiver of the examination requirement on the basis of appropriate and sufficient college courses in the subject area.

   Candidates who use course work or a combination of course work and single subject examinations to waive the examination requirement must complete at least 15 credit hours on the advanced level, and at least another 12 credit hours on the beyond elementary level. The overall faculty committee for the bachelor's degree will determine whether the course work submitted is adequate in content, scope, and grades achieved to earn a concentration in that discipline or subject area. The final approval of such course work lies solely with this faculty committee. This policy applies to all concentrations except Computer Science. *Course work in Computer Science will not be considered as a waiver for the GRE Advanced Test requirement. The only way a concentration may be established in Computer Science is by passing the GRE Advanced Test in this area.*

   For an additional statement on how Computer Science courses are evaluated, refer to the policy statement on Classification of Courses: Technical/Professional Courses.

4. Applying to the Regents External Degree Program for a waiver of the examination requirement on the basis of Special Assessment.

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*In addition to the requirements stated above, these concentrations require laboratory experience. The laboratory experience should be equivalent to that contained in at least two college courses in that appropriate science, of which at least one must be beyond the elementary level. Laboratory experience may be demonstrated by work experience, college course work, or other means that display the candidate's knowledge and experience with the laboratory techniques.

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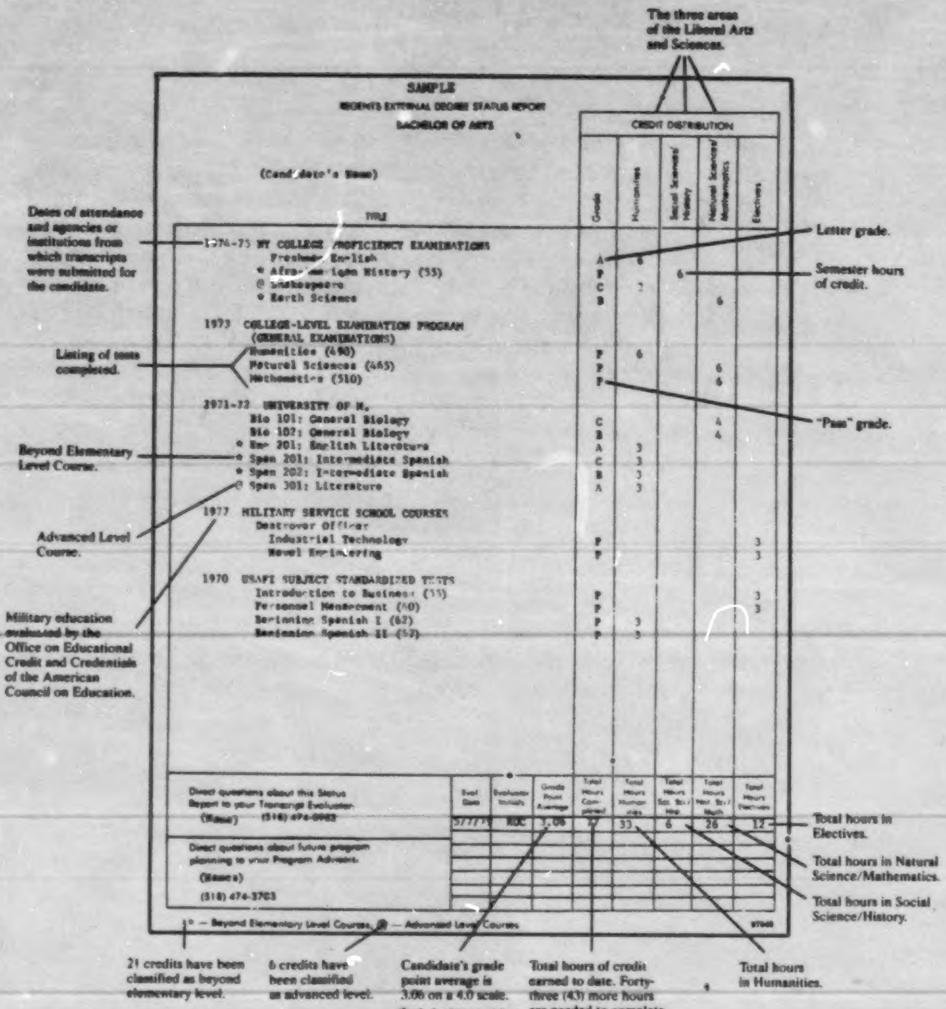
SOME QUESTIONS YOU MAY BE ASKING ABOUT THE BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREE PROGRAMS

Q. *What is the difference between the Bachelor of Arts and Bachelor of Science degree programs?*

A. The basic difference is that the Bachelor of Arts degree is more heavily based on the liberal arts and sciences than the Bachelor of Science degree, requiring at least 90 of the 120 semester hours of credit to be completed in the three subject areas of humanities, social sciences/history, and natural sciences/mathematics. The Bachelor of Science degree requires only 60 of the 120 semester hours of credit to be earned in the liberal arts and sciences. The remaining 30 semester hours for the B.A. degree and the remaining 60 semester hours of credit for the B.S. degree may be earned in any college level subject. Candidates who have already completed a large block of professional or technical credit often select the B.S. degree program, since it offers more flexibility in the elective area. See page 118 for a more detailed explanation of the difference between these two degree programs.

Q. *Can I earn a Bachelor of Arts or Bachelor of Science degree in a professional or technical subject area such as engineering, social work, etc.?*

A. No. The Bachelor of Arts and Bachelor of Science degrees in Arts and Sciences are awarded only in Liberal Studies or those concentrations listed on page 117. However, you may use engineering, social work, and other professional and technical credits to satisfy the elective credit component of either the B.A. or B.S. degree programs.



The three areas of the Liberal Arts and Sciences.

SAMPLE

REGENTS EXTERNAL DEGREE STATUS REPORT

BACHELOR OF ARTS

(Candidate's Name)

TITLE

	Grade	Humanities	Social Sciences/ History	Natural Sciences/ Mathematics	Electives
1974-75 NY COLLEGE PROFICIENCY EXAMINATIONS					
Freshman English	A	6			
* Afro-American History (55)	P		6		
@ Shakespeare	C	3			
* Earth Science	B			6	
1973 COLLEGE-LEVEL EXAMINATION PROGRAM (GENERAL EXAMINATIONS)					
Humanities (490)	P	6			
Natural Sciences (465)	P			6	
Mathematics (510)	P			6	
1971-72 UNIVERSITY OF M.					
Bio 101: General Biology	C			4	
Bio 102: General Biology	B			4	
* Eng 201: English Literature	A	3			
* Span 201: Intermediate Spanish	C	3			
* Span 202: Intermediate Spanish	B	3			
@ Span 301: Literature	A	3			
1977 MILITARY SERVICE SCHOOL COURSES					
Destroyer Officer					
Industrial Technology	P				3
Naval Engineering	P				3
1970 USAFI SUBJECT STANDARDIZED TESTS					
Introduction to Business (55)	P				3
Personnel Management (60)	P				3
Beginning Spanish I (62)	P	3			
Beginning Spanish II (57)	P	3			

Direct questions about this Status Report to your Transcript Evaluator.
(Name) (518) 474-0983

Direct questions about future program planning to your Program Advisors.
(Names)
(518) 474-3703

Eval Date	Evaluator Initials	Grade Point Average	Total Hours Completed	Total Hours Humanities	Total Hours Soc. Sci./ Hist.	Total Hours Nat. Sci./ Math	Total Hours Electives
5/7/77	RDC	3.06	77	33	6	26	12

* — Beyond Elementary Level Courses, @ — Advanced Level Courses

Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.

Letter grade.

Semester hours of credit.

Listing of tests completed.

"Pass" grade.

Beyond Elementary Level Course.

Advanced Level Course.

Military education evaluated by the Office on Educational Credit and Credentials of the American Council on Education.

Total hours in Electives.

Total hours in Natural Science/Mathematics.

Total hours in Social Science/History.

21 credits have been classified as beyond elementary level.

6 credits have been classified as advanced level.

Candidate's grade point average is 3.06 on a 4.0 scale. (Includes letter grades only.)

Total hours of credit earned to date. Forty-three (43) more hours are needed to complete the degree. Three of these must be in Social Science/History. Also needs six hours advanced (@) in Arts and Sciences and twelve hours beyond elementary (*) in Arts and Sciences.

Total hours in Humanities.

Figure 11

SAMPLE
STATUS REPORT
Information Sheet
Bachelor of Arts

x To satisfy the total and/or distribution requirements of your degree program, you must earn an additional

43 semester hours of credit. Of this total, you must earn a minimum of – in the humanities, 3 in the social sciences or history – in the natural sciences or mathematics area. Of the remaining credits, 22 must be in one or all of the above areas of the arts and sciences, while 18 can be earned in any academic area including the electives.

– semester hours of credit. Of this total, you must earn a minimum of – in any academic area other than electives. The remaining credits can be earned in the elective area or any other area.

– semester hours of credit in any academic area other than electives.

– semester hours of credit in any academic area including the electives.

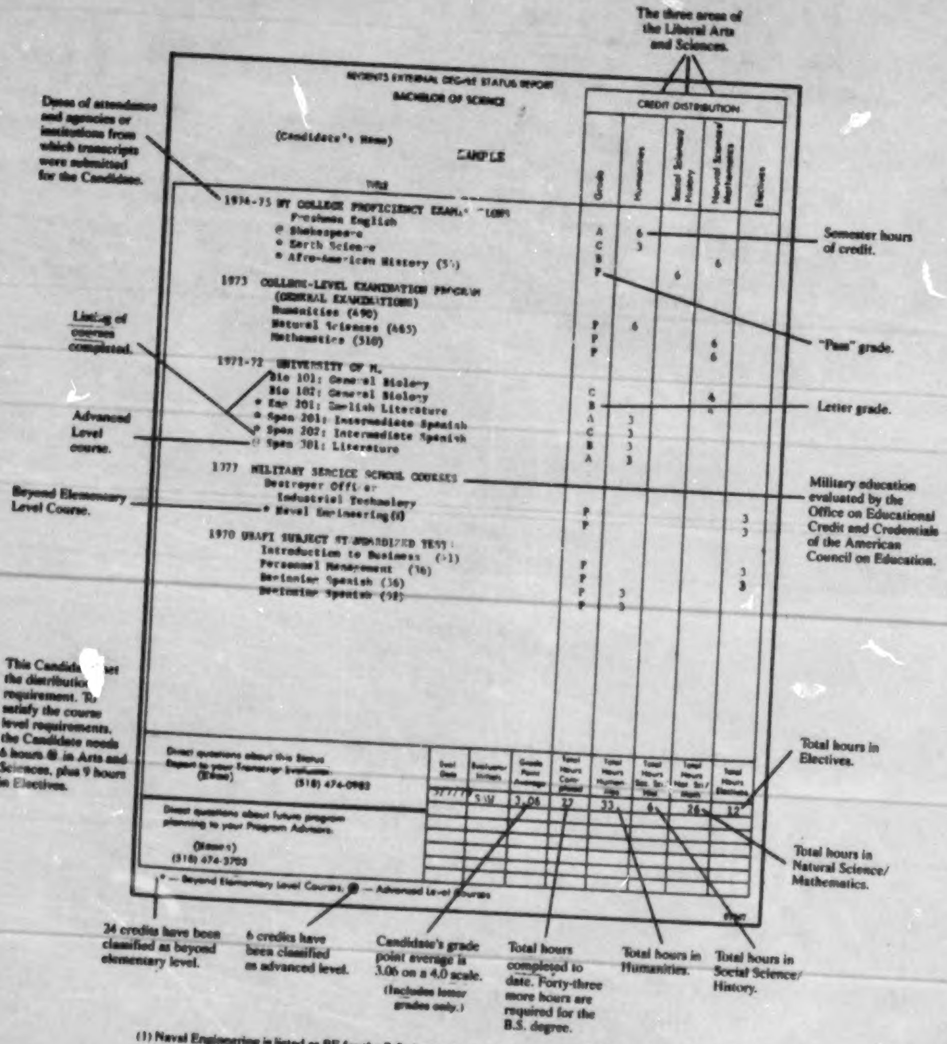
x To satisfy the course level requirement of your degree program, you must earn an additional

12 semester hours of credit at the beyond elementary level. Of this total, 12 must be earned in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). The remaining credits can be earned in the elective area or any other area.

6 semester hours credit at the advanced level in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). Advanced courses in the elective area cannot be applied toward satisfying the advanced level requirement.

According to this sample, the candidate has already completed 77 semester hours of credit. Of these hours, 65 are classified in the three arts and science subject areas (humanities, social sciences/history, natural sciences/mathematics) and 12 are classified as electives. Of the 65 arts and science hours, 21 are at the beyond elementary level and 6 are at the advanced level.

To complete B.A. degree requirements, the candidate must earn an additional 43 semester hours of credit. To satisfy the area distribution requirement, he must complete 3 hours in the social sciences/history subject area, and 22 hours in any of the three arts and science subject areas (humanities, social sciences/history, natural sciences/mathematics). To satisfy course level requirements, 12 arts and science hours must be at the beyond elementary level and 6 arts and science hours must be at the advanced level. Thus, to satisfy both the area distribution and level requirements, the candidate should complete 6 hours of advanced credits in the arts and sciences, 12 hours of beyond elementary credits in the arts and sciences, 3 hours of social sciences/history credits, and 4 hours of arts and science credits at any level. Finally, to satisfy the elective hour component, the candidate must complete 18 hours of credits in any subject area.



REGENTS EXTERNAL DEGREE STATUS REPORT

BACHELOR OF SCIENCE

(Candidate's Name)

SAMPLE

	Grade	Humanities	Social Sciences/ History	Natural Sciences/ Mathematics	Electives
1974-75 NY COLLEGE PROFICIENCY EXAMINATIONS					
Freshman English	A	6			
@ Shakespeare	C	3			
* Earth Science	B			6	
* Afro-American History (5½)	P		6		
1973 COLLEGE-LEVEL EXAMINATION PROGRAM (GENERAL EXAMINATIONS)					
Humanities (490)	P	6			
Natural Sciences (465)	P			6	
Mathematics (510)	P			6	
1971-72 UNIVERSITY OF M.					
Bio 101: General Biology	C			4	
Bio 102: General Biology	B			4	
* Eng 201: English Literature	A	3			
* Span 201: Intermediate Spanish	C	3			
* Span 202: Intermediate Spanish	B	3			
@ Span 301: Literature	A	3			
1977 MILITARY SERVICE SCHOOL COURSES					
Destroyer Officer					
Industrial Technology	P				3
* Naval Engineering(1)	P				3
1970 USAFI SUBJECT STANDARDIZED TESTS:					
Introduction to Business (41)	P				3
Personnel Management (76)	P				3
Beginning Spanish (36)	P	3			
Beginning Spanish (58)	P	3			

Direct questions about this Status Report to your Transcript Evaluator.
(Name)
(518) 474-0983

Direct questions about future program planning to your Program Advisor.
(Name)
(518) 474-3703

Eval Date	Evaluator Initials	Grade Point Average	Total Hours Completed	Total Hours Humanities	Total Hours Soc. Sci./Hist	Total Hours Nat. Sci./Math	Total Hours Electives
[illegible]	S.W.	3.06	77	33	6	26	12

* — Beyond Elementary Level Courses. @ — Advanced Level Courses

The three areas of the Liberal Arts and Sciences.
Dates of attendance and agencies or institutions from which transcripts were submitted for the Candidate.
Semester hours of credit.
"Pass" grade.
Listing of courses completed.
Advanced Level course.
Letter grade.
Beyond Elementary Level Course.
Military education evaluated by the Office on Educational Credit and Credentials of the American Council on Education.
This Candid[illegible]et the distributio[illegible] requirement. To satisfy the course level requirements, the Candidate needs 6 hours @ in Arts and Sciences, plus 9 hours in Electives.
Total hours in Electives.
Total hours in Natural Science/ Mathematics.
24 credits have been classified as beyond elementary level.
6 credits have been classified as advanced level.
Candidate's grade point average is 3.06 on a 4.0 scale. (Includes letter grades only.)
Total hours completed to date. Forty-three more hours are required for the B.S. degree.
Total hours in Humanities.
Total hours in Social Science/ History.

(1) Naval Engineering is listed as BE for the B.S. degree program because one may have BE credit in the elective area. This same course is not designated as BE in the B.A. degree Status Report because the requirement for upper division course work in this program is solely in arts and sciences, and not in electives.

Figure 12

SAMPLE
STATUS REPORT
Information Sheet
Bachelor of Science

x To satisfy the total and/or distribution requirements of your degree program, you must earn an additional

– semester hours of credit. Of this total, you must earn a minimum of – in the humanities, – in the social sciences or history, – in the natural sciences or mathematics area. Of the remaining credits, – must be in one or all of the above areas of the arts and sciences, while – can be earned in any academic area including the electives.

– semester hours of credit. Of this total, you must earn a minimum of – in any academic area other than electives. The remaining credits can be earned in the elective area or any other area.

– semester hours of credit in any academic area other than electives.

43 semester hours of credit in any academic area including the electives.

x To satisfy the course level requirement of your degree program, you must earn an additional

9 semester hours of credit at the beyond elementary level. Of this total, – must be earned in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). The remaining credits can be earned in the elective area or any other area.

6 semester hours of credit at the advanced level in one or more of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). Advanced courses in the elective area cannot be applied toward satisfying the advanced level requirement.

According to this sample, the candidate has already completed 77 semester hours of credit. Of these hours, 65 are classified in the three areas of arts and sciences (humanities, social sciences/history, natural sciences/mathematics) and 12 are classified as elective hours. Of the 65 arts and science hours, 21 are at the beyond elementary level and 6 are at the advanced level. Of the 12 elective hours, 3 are classified at the beyond elementary level.

To satisfy B.S. degree requirements, the candidate must earn an additional 43 semester hours of credit. He has already satisfied the area distribution requirement.

To satisfy level requirements, the candidate must complete 9 hours of credit at the beyond elementary level in any subject area and 6 hours of credit at the advanced level in the arts and sciences. His remaining 28 hours of credit can be earned in any subject area at any level.

Ms. Janet Tuomey

Bachelor of Science (nursing)

Janet Tuomey received her baccalaureate degree in nursing from the Regents External Degree Program in September, 1979. Janet first learned about this program while attending an Alumni meeting at Saint Vincent Hospital in New York City. She enrolled in the Bachelor of Science (nursing) degree program in October 1976 and completed the requirements and graduated while working full-time and taking care of her husband and four children. Janet is currently completing a master's degree in health education and plans to earn an MSN degree from Seton Hall University in New Jersey so she can be a school nurse practitioner. When asked, "How has completing the BSN program helped you to attain your goals and aspirations?," Janet responded, "It is my most cherished goal because I love nursing and I am proud of my profession and want to be as educated and qualified as possible."

REGENTS EXTERNAL BACHELOR OF SCIENCE (nursing) DEGREE

Statement of Philosophy and Objectives

Statements about accreditation, philosophy, beliefs about education and beliefs about nursing are found in the section entitled, "Regents External Degrees in Nursing."

Beliefs About the Practice of Professional Nursing

The practice of professional nursing encompasses formulating plans and implementing measures to assist individuals and groups to maintain health, acquire wellness and enhance functioning. It is characterized by an intellectual focus and the application of an extensive knowledge base.

Professional nursing practice provides care to the client/patient along the wellness/illness continuum by using a unique configuration of intellectual and technical skills and a holistic approach to health care.

Objectives of the Professional Program

Objectives of the baccalaureate program were developed to reflect the competencies specific to the practice of professional nursing. At the conclusion of this assessment program, the candidate will be able to:

1. Synthesize knowledge from the humanities, social sciences and the natural sciences in continuing to develop as a liberally educated person;
2. Appreciate the value systems of individuals and groups from different cultural backgrounds;
3. Comprehend the roles and responsibilities of the professional nurse to the nursing profession and to the health care of society;
4. Evaluate historical and current trends, issues and literature in relation to health care;
5. Know legal aspects of health care and implications relative to nursing;
6. Use communication appropriate to nursing role and client setting;
7. Evaluate the health status of a client;
8. Perform a health assessment of a client;
9. Design a nursing care plan with the client which includes short and long range goals;
10. Provide for implementation of the nursing care plan;
11. Use manipulative skills essential in providing nursing care;
12. Teach a client;
13. Evaluate nursing care;
14. Use leadership skills as a member of the nursing and the health teams;
15. Use the research process in nursing practice;
16. Use research findings in the practice of nursing; and,
17. Collaborate with other health professionals.

PROGRAM INFORMATION

Requirements for the Regents External Bachelor of Science (nursing) degree are divided into two parts: *the General Education Component and the Nursing Component.* Candidates who satisfy all requirements will be awarded the degree by the Board of Regents of The University of the State of New York.

The Bachelor of Science (nursing) degree—B.S. (nursing)—is equivalent to a campus-based, four-year nursing program, with 60% of the content in general education and 40% in nursing. The B.S. (nursing) degree is separate from the external associate degree in nursing and does not require previous completion of either an associate degree in nursing (campus-based or external) or a diploma program. However, candidates who have such backgrounds will have considerable advantage over other candidates in that they probably will have learned much of the nursing content and abilities required for the B.S. (nursing) program. The Regents External Degree Program provides the opportunity to convert prior learning into approved college credit through its specially designed written and performance examinations in nursing. Candidates also may earn credit by examination for knowledge acquired in general education subjects through any of the approved proficiency examination programs. Individuals who are LPN's, aides or medical corpsmen may want to complete an associate degree in nursing before going into the B.S. (nursing) program. Although a nursing background is not mandatory, individuals who have no previous nursing experience are advised to consider a more conventional nursing program which provides a supervised clinical experience as well as classroom instruction.

THE GENERAL EDUCATION COMPONENT

The study of arts and sciences is an essential part of preparation for professional practice in that it contributes both a knowledge base and an intellectual approach to practice. The objective of the General Education Component is to ensure that degree recipients have a well-rounded and basic understanding of the humanities, social sciences/history and natural sciences/mathematics. There are no specific course requirements in the General Education Component. However, it is suggested that candidates in the nursing program complete natural and social sciences courses such as anatomy, physiology, microbiology, chemistry, sociology, and psychology in order to provide a foundation for nursing theory and practice. The following requirements are stated in semester hours of credit; comparable quarter hours of credit are also acceptable. (A quarter hour is equal to 2/3 of a semester hour.)

General Education Requirements

1. *Minimum Number of Hours of Credit*
   To meet the general education requirements, a candidate must earn 72 semester hours of credit.
2. *Minimum Liberal Arts and Science Distribution Requirements*
   A minimum of 66 semester hours of credit of the General Education Component must be in the liberal arts and sciences categories (i.e., humanities, social sciences/history and natural sciences/mathematics) as follows:

   A. *Humanities*—A minimum of 24 semester hours of credit must be earned in such subjects as English, languages, philosophy, art, music, etc.

B. *Social Sciences/History*—A minimum of 15 semester hours of credit must be earned in such subjects as sociology, anthropology, history, political science, psychology, etc.

C. *Natural Sciences/Mathematics*—A minimum of 15 semester hours of credit must be earned in such subjects as anatomy and physiology, microbiology, chemistry, mathematics, etc.

D. An additional 12 semester hours of credit in liberal arts and sciences are required beyond the hours noted in sections 2A, B, and C. These hours may be earned in humanities, social sciences/history or natural sciences/mathematics or may be distributed among these three areas to meet the individual interests of the candidate.

3. *Electives*

The remaining 6 semester hours of credit required in general education may be earned in any field of collegiate study, including applied and professional areas, as well as humanities, social sciences/history and natural sciences/mathematics. Electives may include such subjects (courses or examinations) as accounting, management, business mathematics, education, etc. Nursing courses at the baccalaureate or higher degree level that *do not duplicate* content covered in the required B.S. (nursing) degree examinations also may be used upon approval of the Nursing Faculty Transcript Evaluation Subcommittee. Associate degree courses or examinations in nursing will be accepted for credit in the elective area.

4. *Concentration Requirement*

Candidates are expected to demonstrate depth of knowledge in a single subject within any one of the liberal arts and sciences areas. Therefore, a minimum of nine (9) semester hours of credit must be earned in at least one subject area of the candidate's choice. Elective credits cannot be considered toward the concentration requirement. Any one of the following examples (or comparable study) would satisfy this requirement:

A. Taking one 3 semester hour credit course in English composition and one 6 semester hour credit examination in American literature (9 credits—English concentration),

OR

B. Taking one 3 semester hour credit course in general psychology, one 3 semester hour credit course in abnormal psychology, and one 3 semester hour credit course in social psychology (9 credits—Psychology Concentration),

OR

C. Taking one 6 semester hour credit examination in anatomy and physiology, and one 3 semester hour credit course in general biology (9 credits—Biology Concentration),

5. *Minimum Academic Average*

Candidates will be required to achieve a cumulative average of "C" (2.0) or better to earn a Bachelor of Science (nursing) degree. For further information, please refer to the "Grading" and "Computing a Numerical Academic Average" portions of the General Information section of this catalog.

NOTE:

Candidates enrolled prior to *September 1, 1979* may elect to satisfy the following requirements instead of the preceding ones: 24-semester hours of credit in humanities, 15 semester hours of credit in social sciences/history, 15 semester hours of credit in natural sciences/mathematics, an additional 6 semester hours of credit in either social sciences/history or natural sciences/mathematics or may be distributed between the two areas, and 12 semester hours of credit in any area of liberal arts and sciences or electives. Those candidates who elect this option may not use associate degree nursing credits as unrestricted Electives in the General Education Component.

Ways of Earning Credit Toward Satisfying General Education Requirements

The General Education Component of the Bachelor of Science (nursing) degree can be satisfied by one or more of the following:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (See page 188 for tests for the General Education Component and this page for tests for the Nursing Component);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of college-level knowledge for which existing proficiency examinations are not appropriate; (NOTE: Special Assessment CANNOT be used to meet the Nursing Component requirements since nursing proficiency examinations have been developed for this purpose.)
5. Noncollegiate sponsored instruction evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA) —formerly Civil Aeronautics Administration (CAA) – Airman Certificates; and,
7. A combination of these ways.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG.

Limitations on Previous Work in General Education and on Special Courses

Candidates may apply previous work in general education to the B.S. (nursing) degree regardless of when it was completed. There is no time limit on general education courses or examinations. Courses in arts and sciences designed for specific groups (e.g., "Anatomy and Physiology for Medical Technicians," "Psychology for Nurses") are subject to faculty review to determine in which general education category they will apply. Course outlines of such courses must be submitted in order to conduct an evaluation. To be credited to the arts and sciences, such courses 1) must be theoretical in nature, and 2) must contain no application to a particular career or special interest group. If such a course is career-oriented, it will be assigned to the unrestricted elective category.

THE NURSING COMPONENT

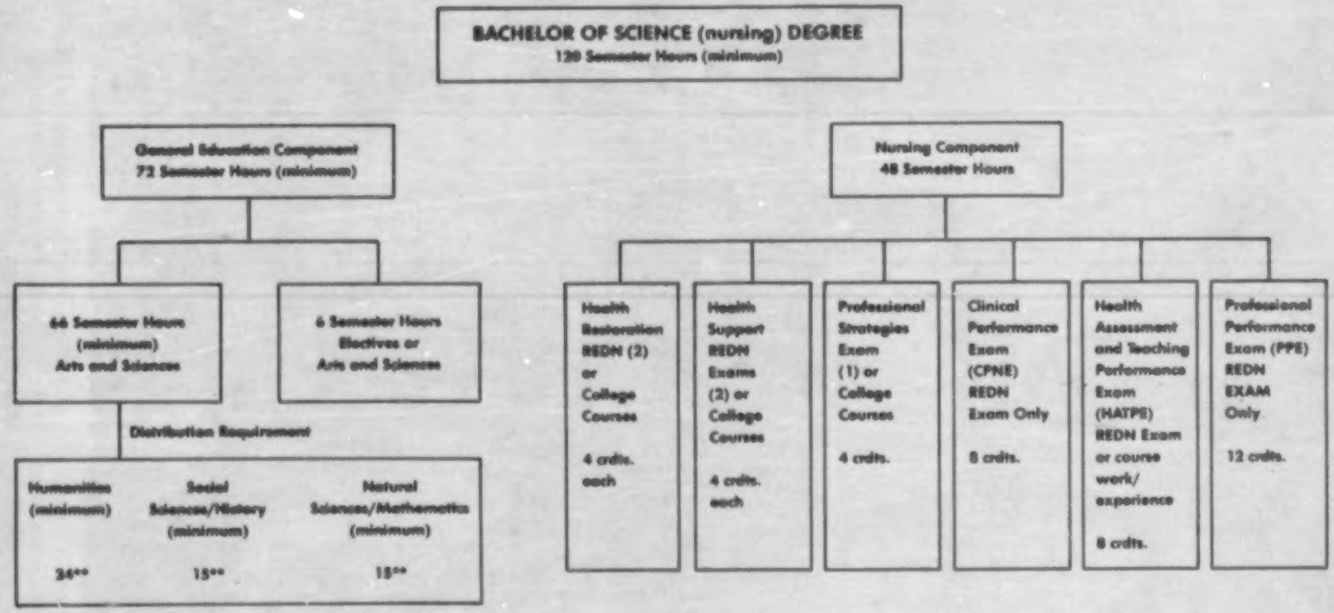
The Nursing Component of the Regents External B.S. (nursing) degree examines baccalaureate level knowledge and professional competencies equivalent to those expected of graduates of more conventional B.S. (nursing) degree programs. Emphasis is placed on integration of nursing knowledge and related sciences in a variety of complex situations related to major health problems affecting individuals, families and communities, along the continuum from wellness to illness.

Nursing Requirements

The examination content areas included in the Nursing Component are: Health Restoration, Health Support, Professional Strategies, Clinical Performance, Health Assessment and Teaching Performance, and Professional Performance. A general description of the content of these examinations follows:

Written Examinations

1. **Health Restoration** (two examinations)
   The content of these examinations is organized around major health problems, with emphasis placed on nursing actions related to cure, alleviation, rehabilitation, adaptation and restoration. Consideration is given to individuals of all ages, to families, and to primary, acute and long-term situations as well as to the physical, psychological, social and cultural aspects of illness. Use of the nursing process in the professional practice of nursing is evaluated throughout the examinations.
2. **Health Support** (two examinations)
   The content of these examinations is organized around major health problems. Emphasis is placed on nursing actions related to prevention, teaching and counseling,


BACHELOR OF SCIENCE (nursing) DEGREE
120 Semester Hours (minimum)
General Education Component
72 Semester Hours (minimum)
Nursing Component
48 Semester Hours
66 Semester Hours (minimum) Arts and Sciences
6 Semester Hours Electives or Arts and Sciences
Distribution Requirement
Humanities (minimum)
24**
Social Sciences/History (minimum)
15**
Natural Sciences/Mathematics (minimum)
15**
Health Restoration REDN (2) or College Courses
4 crdts. each
Health Support REDN Exams (2) or College Courses
4 crdts. each
Professional Strategies Exam (1) or College Courses
4 crdts.
Clinical Performance Exam (CPNE) REDN Exam Only
8 crdts.
Health Assessment and Teaching Performance Exam (HATPE) REDN Exam or course work/experience
8 crdts.
Professional Performance Exam (PPE) REDN EXAM Only
12 crdts.

Key: REDN—Regents External Degree nursing Examinations screening and early detection with regard to the needs of clients whether individuals, families or communities. Consideration is given to all age groups, to a variety of health care settings, and to the physical, psychological, social and cultural aspects of health and illness. Use of the nursing process in the professional practice of nursing as it relates to major health problems is evaluated throughout the examinations.

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*The General Education Component must contain at least 72 semester hours of credit. (Each quarter hour is equivalent to two-thirds of a semester hour of credit.)

**In addition to the minimum credits for the three areas of the Arts and Sciences (Humanities—24, Social Sciences/History—15, Natural Sciences/Mathematics—15), the additional 12 semester hours needed to satisfy the total 66 semester hours of Arts and Sciences requirement can be distributed among the three areas or earned in only one of the three areas. To satisfy the concentration requirement a minimum of 9 credits must be earned within one subject area selected by the candidate in either Humanities, or Social Sciences/History, or Natural Sciences/Mathematics.

3. **Professional Strategies** (one examination)
   This test examines a knowledge of those aspects of philosophy, law, history, and ethics necessary for the practice of professional nursing. It also examines knowledge of nursing organizations, professional code of ethics, nursing management, current issues, research concepts, peer review and the interdisciplinary aspects of professional nursing practice.

Performance Examinations

1. **Clinical Performance in Nursing Examination**
   This examination is scheduled by appointment only and requires a 2½ day period. It involves both simulated nursing laboratory situations and real patient care situations in an actual general hospital setting.

   The candidate is required to administer comprehensive nursing care to 3 to 5 patients, one at a time. For each patient care situation, the candidate is observed and graded on the entire nursing process, including planning, implementation, and evaluation for either a child or an adult patient. During each patient care situation, the candidate is directly observed by a prepared nurse-evaluator who determines whether or not the predetermined critical elements for nursing care are met as specified in the examination study guide.

   To be eligible to take this examination, a person must be enrolled in the B.S. (nursing) degree program and must have satisfied the Health Restoration requirements.

   Details pertaining to both the procedures and the content of this clinical performance examination and the criteria for success are outlined in the Clinical Performance in Nursing Examination Study Guide which may be obtained on request by enrolled candidates.

2. **Health Assessment and Teaching Performance Examination**
   Part I evaluates the candidate's ability to perform a health assessment of a client; it includes a physical examination and health history of the client. It evaluates the candidate's ability to obtain essential information, summarize findings, and make recommendations based on an analysis of the health assessment. Candidates are tested also on their ability to distinguish normal and abnormal heart and breath sounds based on audio tape simulation. Part II tests the ability to plan and to teach a client an assigned aspect of health care, using accepted teaching-learning principles. The examination is administered only by appointment. To be eligible for this examination, candidates must be enrolled in the Bachelor of Science (nursing) Regents External Degree Program. (Completion of the Health Restoration and Health Support requirements is recommended before taking this examination.)

3. **Professional Performance Examination**
   This examination assesses the candidate's competence in the following major dimensions of professional practice: management of client care, collaboration, leadership, research process in practice, clinical decision-making and relating with others. The entire examination is based on videotaped situations specially produced to test the above competencies as they relate to: the nursing process, major health problems, diverse nursing care settings, the entire client spectrum (individual, family and/or community), and a variety of ethnic, cultural, geographic and other factors which influence health care and nursing practice. To be eligible for this examination, the candidate must be enrolled in the B.S. (nursing) degree program and must have satisfied *ALL* other nursing requirements. It is administered only by appointment.

Policy Statement on Student Cancellation of the Three Nursing Performance Examinations: Clinical Performance in Nursing Examination (CPNE), Health Assessment and Teaching Performance Examination (HATPE), and Professional Performance Examination (PPE)

A policy governing candidate cancellation of the nursing Performance Examinations went into effect January 1, 1979.

Candidates are encouraged to apply for the performance examinations only when they are fully prepared to take them. Written confirmation of the appointment will be sent approximately three weeks prior to the scheduled date of the particular performance. The examination appointment should not be cancelled except in very unusual circumstances. However, when cancellation is absolutely necessary, notification should be made as soon as possible by telephone directly to a nursing advisor in the central office. Due to the nature of the examinations, *refunds cannot* be made; however, fees previously received are subject to the following policy:

1. Candidates who are unable to take the CPNE, HATPE or PPE on the scheduled date and who notify the central office *no later than 10 days* prior to the first day of the examination may apply for another appointment without additional fees.
2. Candidates who cancel the CPNE, HATPE or PPE from *ten days to three days* prior to the first day of the examination will be charged a fee of $50 to cover the expenses paid to Evaluators who are unable to change plans without adequate notice. Frequently it is difficult to locate and schedule other candidates in time to fill vacant positions in the examination schedule. The additional fee of $50 must be received in order to reschedule an examination appointment.
3. Candidates who cancel the CPNE, HATPE or PPE *two days or less* prior to the first day of the examination, or who fail to report for the examination as scheduled, will forfeit the total examination fee. This is required to meet administrative expenses that cannot be avoided on short notice. The program must pay Evaluators who are employed for the test period even though candidates do not appear. In addition to the expenses to the program in paying Evaluators, last minute cancellations leave vacancies in the test schedule and insufficient time makes it impossible to locate and schedule other candidates who are waiting to take the examination. Therefore, in order to reschedule the examination a candidate must submit a new application and examination fee as outlined in the study guide.

Policy Statement on Repeating the Three Nursing Performance Examinations: Clinical Performance in Nursing Examination (CPNE), Health Assessment and Teaching Performance Examination (HATPE), and Professional Performance Examination (PPE)

Each of the three performance examinations in nursing may be taken no more than three times except in highly unusual circumstances. An individual who has failed a performance examination three times may appeal to retake that examination. However, the appeal must be made in typewritten form to the Coordinator of Nursing Programs *no earlier than one year and no later than two years after the third failure of the examination.* A candidate will no longer be officially enrolled in the Regents External Degree Nursing Program following a lapse of two years from the date of the third failure (or immediately after the fourth failure if an appeal is granted). If a candidate wishes to re-enroll in the Regents External Degree Nursing Program after the two year deadline, a written appeal must be submitted to the Coordinator.

All appeals, related either to retaking an examination for a fourth time, or for readmission to the Regents External Degree Nursing Program, will be considered on an individual basis by the Overall Nursing Faculty Committee. The major factor that the Faculty will consider is documentation that additional competence has been gained through such ways as: supervised clinical experience, tutoring by an appropriate clinical teacher, course work with a clinical component, and/or changes in work-related activities that might have increased clinical experience.

METHODS OF SATISFYING NURSING COMPONENT REQUIREMENTS

1. ***Regents External Degree Nursing Examinations***
   Eight nursing examinations are used to evaluate knowledge and competence in the nursing areas described above. These are:

   Professional Strategies
   Health Support, Area I
   Health Support, Area II
   Health Restoration, Area I
   Health Restoration, Area II
   Clinical Performance in Nursing Examination
   Health Assessment and Teaching Performance Examination
   Professional Performance Examination

2. ***Guidelines for Waiving Certain Regents External Degree Nursing Examinations***
   Under the criteria outlined in this section, it is possible to waive the written examinations (Professional Strategies, Health Restoration, Health Support) and the Health Assessment and Teaching Performance Examination (HATPE). *The Clinical Performance in Nursing Examination and the Professional Performance Examination may NOT be waived under any circumstances.*

The following guidelines are provided to assist the candidate in determining the types of courses which can be submitted for the purpose of requesting waiver of a Regents External Degree Bachelor of Science (nursing) examination. A nursing examination will be waived only if the completed courses cover all of the topics included in the examination developed to measure achievement in that area. Since the content of a specific course can vary from college to college, a blanket statement cannot be made that courses with a particular title will always qualify for waiver of a required examination. Instead, an examination will be waived only after the Nursing Faculty Transcript Evaluation Subcommittee has evaluated the official course description(s) or course outline(s) and has determined that all examination topics have been covered by the course(s).

Courses presented for waiver of the written examinations must meet the following criteria:

A. Must have been completed within five years prior to enrollment in the Regents External B.S. (nursing) Degree Program;
B. Must cover content equivalent to that included in the examination for which waiver is sought;
C. Must carry a grade of "C" or better.

Additional Conditions for Waiving Written Examinations:

In addition to the criteria noted above, waiving the written examinations will be limited to the following:

A. Courses completed in an approved baccalaureate nursing program;

B. Military service school courses evaluated for upper division credit in nursing by the Office on Educational Credit and Credentials of the American Council on Education.

The guidelines listed below are organized by Nursing Component requirement. In some cases, a comprehensive course or combination of courses could be used to waive more than one examination. The course titles provided under each nursing component are examples of the types of courses which *may* fulfill waiver requirements. It cannot be assumed that waiver is automatic for all courses with such titles.

Health Restoration—Area I

In order for any course(s) to qualify for waiving the Health Restoration Area I examination, it must include all of the following major health problems: Cardiovascular, Respiratory, Neoplastic, Accidents, Endocrine, Metabolic, and Autoimmune, as well as content related to profile and nursing process related to these major health problems.

Depending upon content, waiver might be possible through the completion of a minimum of two full terms in more than one of the following courses:

1. Physical and Mental Illness
2. Maternal and Child Health Nursing
3. Nursing of Ill Children and Adults
4. Medical - Surgical Nursing
5. Nursing Care of the Developing Family
6. Health Restoration

Health Restoration—Area II

In order for any courses(s) to qualify for waiving the Health Restoration Area II examination, it must include all the following major health problems: Emotional Disorders, Neurological and Sensory Disorders, Inflammations, Infections and Communicable Diseases, Pregnancy and High Risk Neonate, Birth Defects and Genetic Problems, Malnutrition and Ecological Crises.

Depending upon content, waiver might be possible through the completion of a minimum of two full terms in one or more of the following courses:

1. Physical and Mental Illness
2. Maternal and Child Health Nursing
3. Nursing of Ill Children and Adults
4. Medical - Surgical Nursing
5. Nursing Care of the Developing Family
6. Health Restoration
7. Nursing Care of the Mentally Ill Patient
8. Nursing Care of Patients with an Emotional Disorder

Health Support—Area I

To waive the Health Support—Area I examination, the courses must include all of the following: nursing content specifically related to patterns that influence wellness, potential barriers to client wellness of both children and adults, and steps of the nursing process. The courses must focus specifically on: Activity, Interpersonal Relations, Growth and Development, Life-Sustaining Patterns and Interrelationships of Patterns for individuals, families and the community as factors that influence wellness.

Depending upon content, waiver might be possible through the completion of a combination of courses such as:

1. Health Promotion and Maintenance
2. Health Support
3. Nursing Process
4. The Individual and the Community
5. Professional Nursing

Health Support—Area II

To waive the Health Support—Area II Examination, courses must include nursing content specific to the following major health problems as they apply to high risk areas and barriers to wellness: Mental Health, Nutritional Disturbances, Problems of Pregnancy, Cardiovascular/Pulmonary Problems, Accidents, Neoplasms, Infections and Communicable Diseases, Neurological Problems, Endocrine, Autoimmune Diseases, Birth Defects and Genetic Problems. Course content should include steps of nursing process.

Depending upon content, waiver might be possible through the completion of a combination of courses such as:

1. Health Promotion and Maintenance
2. Health Support
3. Nursing Process
4. The Individual and the Community
5. Professional Nursing

Professional Strategies

To have the Professional Strategies examination waived, the course(s) must cover the role of the professional nurse within the occupation of nursing. Primary emphasis must be on the professional practice and the health care delivery system. Other content that should be covered includes the development of the profession of nursing, professional organizations, and the evaluation of nursing practice and education.

Depending upon content, waiver requires a minimum of 3 semester hours of credit from the following courses:

1. Nursing Trends and Issues
2. Legal and Historical Aspects of Nursing
3. Foundations of Nursing
4. Nature of Nursing Practice

5. Basic Research Principles and Concepts of Nursing
6. Nursing Seminar
7. Perspectives of Nursing

Waiver of the Health Assessment and Teaching Performance Examination (HATPE)

Part I—Health Assessment and/or Part II—Teaching may be waived if the designated criteria are met. Courses submitted for waiver will be reviewed on an individual basis by the B.S. (nursing) Faculty Transcript Evaluation Subcommittee which meets every two or three months. By faculty policy, courses are reviewed for waiver only after they have been successfully completed by enrolled candidates. In order to apply for waiver, the candidate must request the college/university or agency to send an official transcript or other evidence of successful completion, along with a course outline and description, to the Registrar's office.

In order to be considered for waiving either part of HATPE, the course presented must meet the following *general criteria* which have been established by the faculty for waiving all applicable nursing component examinations. This course:

1. Must cover content equivalent to that included in the examination for which waiver is sought;
2. Must carry a grade of "C" or better or equivalent; and,
3. When courses with academic credit are submitted, they must have been successfully completed at an accredited institution.

In addition to meeting the above outlined general criteria, courses being presented to waive the HATPE must also meet the following special conditions for each of the two parts (Health Assessment and Teaching) of the examination:

Part I. Health Assessment Component

1. Courses submitted for waiver of the Health Assessment Component of the HATPE must also meet the following criteria:
   - A. Must have been taken in a program administered totally by nurses (expert in the subject) or jointly directed by nurses and physicians;
   - B. Must have included both theory and a preceptorship;
   - C. Must have included a formal evaluation for theory and performance; and,
   - D. Must have been successfully completed within five years prior to enrollment in the B.S. (nursing) program.
2. Depending on the content covered, waiver might be possible by completing course(s) in:
   - A. Nursing assessment
   - B. Physical assessment
   - C. Nurse practitioner program
3. *Documentation required:*
   - A. Candidates requesting health assessment waiver on the basis of *degree credit courses* must present the following documentation:

1. An official transcript listing the course completed, grade received, and degree credit earned; and,
2. An official course outline submitted by the institution.

B. Candidates requesting Health Assessment waiver on the basis of *non-credit* or *CEU* courses must present the following documentation:
1. Notification either from the Director of Continuing Education or the Chairman of the Nursing Department that the candidate has passed the entire course and has passed both a theory and performance examination in health history and physical assessment skills;
2. A curriculum vita or a statement sent by the institution that identifies the qualifications of the faculty responsible for teaching health assessment;
3. An official course outline; and,
4. A detailed description of the final examination.

Part II. Teaching Component

To earn waiver of the teaching component, the candidate must demonstrate competence in the skills of teaching identified as critical elements of the HATPE. Those critical elements are outlined in the Teaching section of the HAPTE study guide. The faculty will consider waiver requests under one of two routes: Option A. Through the completion of degree credit course(s) in both the theory and the practice of teaching; or Option B. Through a combination of specified teaching experiences and formal instruction (credit or non-credit) in methods and materials of teaching. The following describes the content, format, and documentation that are required in order for a candidate to seek waiver of teaching under either option.

OPTION A—Degree level (credit bearing) courses:

1. *Content:* The content must include theory in the methods and materials of teaching as well as teaching practice. All courses must include content equivalent to that tested in the teaching component of the Health Assessment and Teaching Performance Examination. Courses to be considered are not limited to teaching in the field of nursing; teaching courses related to other fields may apply.

   Depending on content covered, waiver might be possible by completing one or more courses such as:
   A. Methods and Materials of Teaching (with a Practicum)
   B. Student Teaching (and Seminar)
   C. Methods and Practice in Teaching for the Allied Health Professions.
2. *Format:* The format usually requires completion of more than one traditional course in order to cover content in both theory and practice of teaching. However, one comprehensive teaching course (e.g. 6-9 semester hours) or courses which integrate teaching theory and practice with nursing content may qualify for waiver.

3. *Documentation:* The candidate must ask the college or university to send an official transcript and official course descriptions. The transcript must include the course(s) completed, grade(s) earned, and degree credit awarded. When the candidate presents integrated courses for waiver consideration, official course outlines also must be submitted. In such cases, course descriptions alone will not enable the Transcript Subcommittee to determine whether the candidate has satisfied all aspects of the teaching component.

   To qualify for waiver under Option A, the candidate must fulfill all general criteria and those outlined under Option A content, format, and documentation.

OPTION B—Combination of formal (credit or non-credit) instruction and specified teaching experience:

1. *Content:* The formal instruction must focus on the methods and materials of teaching including teaching by objectives, audio-visual aides, and evaluation techniques. Education foundation courses such as philosophy, psychology, and sociology of education will *not* apply.

   Appropriate teaching experience is defined as at least one year of successful teaching in a line position in one of the following: a state approved elementary or secondary school; a regionally accredited college; or an approved nurse preparation program leading to PN or RN licensure.

2. *Format:* Degree credit courses, continuing education units, and special workshops will be considered for waiver of the teaching theory required under Option B. Teaching experience may be either full-time or part-time, but it must have been acquired by teaching in a salaried line position within the educational institution. Experience gained through volunteer or substitute teaching will not apply.

   Candidates interested in waiver of the Teaching Component under Option B should contact the program office for a complete waiver statement.

Special Notation: The HATPE waiver criteria are subject to revision. Candidates are encouraged to see the waiver criteria in the current HATPE Study Guide or to contact the nursing office for the current criteria.

SOME QUESTIONS YOU MAY BE ASKING ABOUT THE BACHELOR OF SCIENCE (nursing) DEGREE PROGRAM

Q. *Is the program accredited by the National League for Nursing (NLN)?*

A. On September 1, 1981 the New York Regents B.S. (nursing) External Degree Program was accredited by the National League for Nursing (NLN). The accreditation is for a six year period and is retroactive to September 1979. New York State Education Department certification also dates from the fall of 1979. The Regents External Degree Program is fully accredited by the Middle States Association and the New York State Education Department.

Q. *Can I apply my associate degree nursing courses toward the Bachelor of Science (nursing) degree?*

A. Associate degree nursing courses cannot be counted for credit toward the Nursing Component of the Bachelor of Science (nursing) degree because they are not baccalaureate level. However, in the General Education Component a maximum of 6 credits can be earned in unrestricted electives and associate degree nursing courses can be accepted in the unrestricted elective area.

Q. *Can I apply Regents External associate degree (nursing) examinations toward the Bachelor of Science (nursing) degree?*

A. Associate degree (nursing) written examinations cannot be counted for credit toward the Nursing Component of the B.S. (nursing) degree because they are not baccalaureate level. However, as with associate level courses, 6 credits from such examinations can be applied toward the unrestricted electives of the General Education Component. The Clinical Performance in Nursing Examination (CPNE) is a part of both the associate and baccalaureate degree level programs and need not be repeated at the baccalaureate level if it already has been passed at the associate level.

Q. *Can I schedule all three performance examinations in one trip to New York State?*

A. It may be possible to schedule the Clinical Performance in Nursing Examination (CPNE) and the Health Assessment & Teaching Performance Examination (HATPE) on two consecutive weekends. The Professional Performance Examination (PPE) can be taken *only* after all other nursing requirements have been satisfactorily completed, including the CPNE and the HATPE. Because each of the performance examinations is comprehensive and requires 100% accuracy of stated critical elements, most candidates find them stressful and physically tiring. Therefore, we do not recommend that candidates take the examinations on consecutive days or weeks unless absolutely essential.

Q. *Can I waive any of the B.S. (nursing) performance examinations?*

A. The Clinical Performance in Nursing Examinations and the Professional Performance Examination may not be waived under any circumstances. The Health Assessment & Teaching Performance Examination (HATPE) can be waived as long as the stated criteria are met. The HATPE is divided into two sections: Part I—Health Assessment and Part II—Teaching. Candidates may waive one or both parts through appropriate college course work and demonstrated college-level experience on individual review by the Faculty Transcript Evaluation Subcommittee.

SAMPLE
STATUS REPORT

Bachelor of Science (nursing) Degree

The following sample Status Report indicates how courses and examinations are recorded in the Bachelor of Science (nursing) degree program.

This sample Status Report has been prepared for an individual who submitted transcripts for evaluation from two testing agencies (New York College Proficiency Examination Program and the College-Level Examination Program) and one college (University of M.). The examinations and courses which qualify for partially fulfilling degree requirements are recorded.

For the Nursing Component, an "X" has been used to designate the specific degree requirements to which each examination applies. The code letters at the bottom of the Status Report indicate whether each of the specific degree requirements has been completely satisfied (C), partially satisfied (P), or not satisfied (N).

A review of the Status Report indicates that the candidate has satisfied the Professional Strategy requirement of the Nursing Component. (Note: code letter "C" at bottom of Status Report). The candidate has waived the Health Assessment section of the Health Assessment & Teaching Performance Examination by completing a college course with similar content at the University of M. (Note: code letter "P" at the bottom of Status Report to indicate that part of the total examination has been satisfied). To complete the Nursing Component, the candidate must pass the written examinations for Health Restoration—Areas I and II, Health Support—Areas I and II, and the Teaching Component of the Health Assessment & Teaching Performance Examination, as well as the Clinical Performance in Nursing Examination and the Professional Performance Examination. The required Professional Performance Examination cannot be taken until all other Nursing Component requirements have been met.

In the General Education Component, the amount of credit allowed for each course and examination is listed under the requirement it fulfills. For example, the 6 semester hours of credit for the New York College Proficiency Examination, "Freshman English," are classified under the humanities area of the distribution requirement. The total number of semester hours of credit earned in each of the general education areas, as well as the total for all areas, appears at the bottom of the Status Report.

The requirements of the General Education Component include a "distribution" and a "concentration" requirement, as well as an elective requirement. The total number of semester hours of credit earned in each area of the distribution requirement, as well as those of the elective area, is recorded on the Status Report.

The candidate has completed 51 of the required 66 credits in the arts and sciences as noted in the first three columns of the General Education Component. Of the 15 credits to be completed, a minimum of 3 credits must be earned in the social sciences/history category. The remaining 12 credits can be distributed among any of the arts and sciences categories.

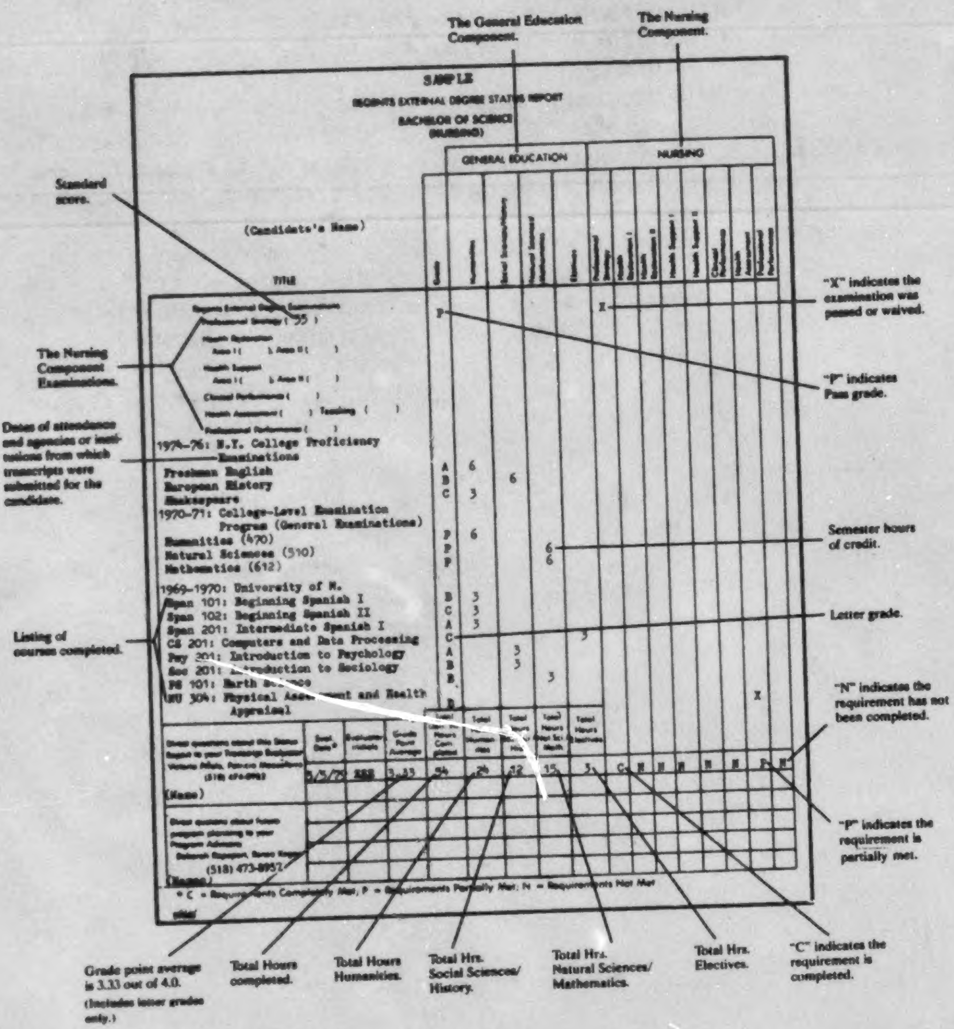
It is important to realize that, according to the degree requirements, the 66 semester hours of the liberal arts and sciences distribution requirement must be distributed as follows: a minimum of 24 semester hours of credit must be earned in the humanities; a minimum of 15 must be earned in social sciences/ history; a minimum of 15 must be earned in natural sciences/mathematics; and 12 additional semester hours of credit may be earned in humanities, social sciences/history or natural sciences/mathematics.

The candidate has also earned 3 semester hours of elective credit. Three (3) additional semester hours of credit in electives would be required to satisfy the total of 72 semester hours needed in the General Education Component. These 3 semester hours of credit can be earned in any area since the candidate is allowed 6 hours of elective credit.

In addition to the distribution and total semester hour requirements, the candidate must also satisfy the concentration requirement. A minimum of 9 semester hours of credit in the arts and sciences must be earned in at least one subject area of the candidate's choice. The sample Status Report indicates that the candidate earned 9 semester hours of credit in English by taking the College Proficiency Examinations in Freshman English (6 credits) and in Shakespeare (3 credits). Thus, the candidate has fulfilled the concentration requirement on the basis of the work presented.

As additional work is presented toward meeting degree requirements, grade results will be recorded on an updated version of the Status Report, indicating the cumulative record of the candidate. Successive reports will be sent to the candidate. When all the degree requirements are met, the candidate will be notified of faculty review and graduation.

At the bottom of the actual Status Report are listed the names of the Transcript Evaluator and Program Advisor. Questions regarding the candidate's program may be directed to either. In general, Transcript Evaluators will respond to queries about the Status Report and the status of the candidate's records on file in the Registrar's Office. Program Advisors will answer questions regarding the planning of a program to fulfill degree requirements.



SAMPLE

REGENTS EXTERNAL DEGREE STATUS REPORT

BACHELOR OF SCIENCE
(NURSING)

(Candidate's Name)

TITLE

Professional Strategy (55)

1974-76: N.Y. College Proficiency Examinations

Freshman English	A	6
European History	B	6
Shakespeare	C	3

1970-71: College-Level Examination Program (General Examinations)

Humanities (470)	P	6
Natural Sciences (510)	P	6
Mathematics (612)	P	6

1969-1970: University of N.

Span 101: Beginning Spanish I	B	3
Span 102: Beginning Spanish II	C	3
Span 201: Intermediate Spanish I	A	3
CS 201: Computers and Data Processing	C	3
Psy 201: Introduction to Psychology	A	3
Soc 201: Introduction to Sociology	B	3
PS 101: Earth Science	B	3
NU 304: Physical Assessment and Health Appraisal	D	

3/5/75	[illegible]	3.33	54	24	12	15	3	C	N	N	N	N	N	P	N

(Name)

(518) 473-8957

(Name)

* C = Requirements Completely Met; P = Requirements Partially Met; N = Requirements Not Met

The General Education Component.
The Nursing Component.
GENERAL EDUCATION
NURSING
Standard score.
"X" indicates the examination was passed or waived.
The Nursing Component Examinations.
"P" indicates Pass grade.
Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.
Semester hours of credit.
Letter grade.
Listing of courses completed.
"N" indicates the requirement has not been completed.
"P" indicates the requirement is partially met.
Grade point average is 3.33 out of 4.0. (Includes letter grades only.)
Total Hours completed.
Total Hours Humanities.
Total Hrs. Social Sciences/ History.
Total Hrs. Natural Sciences/ Mathematics.
Total Hrs. Electives.
"C" indicates the requirement is completed.

Figure 14

SAMPLE
STATUS REPORT
INFORMATION SHEET

Bachelor of Science (nursing)

__x__ To satisfy the total and/or distribution requirements of the General Education Component, you must earn an additional

__18__ semester hours of credit. Of this total, you must earn a minimum of _____ in the humanities, __3__ in the social sciences or history, _____ in the natural sciences or mathematics area. Of the remaining credits, __12__ must be in one or all of the above areas of the arts and sciences, while __3__ can be earned in any academic area including the electives.

_____ semester hours of credit. Of this total, you must earn a minimum of _____ in any academic area other than electives. The remaining credits can be earned in the elective area or any other area.

_____ semester hours of credit in any academic area other than electives.

_____ semester hours of credit in any academic area including the electives.

_____ Because of the limited amount of credit submitted, it is not possible to provide you with specific information at this time regarding the extent to which you have satisfied the distribution requirements of your program. Carefully review the requirements for your degree program. If you need assistance, contact your Program Advisor.

__x__ The Concentration Requirement within the General Education Component has

__x__ been satisfied.

_____ not been satisfied.

_____ To satisfy the Nursing Component, the following requirements must be completed:

_____ Professional Strategy
__x__ Health Restoration I
__x__ Health Restoration II
__x__ Health Support I
__x__ Health Support II

__x__ Clinical Performance
_____ Health Assessment Component (HATPE)
__x__ Teaching Component (HATPE)
__x__ Professional Performance
_____ All Nursing Component Requirements

_____ Please note that a minimum of 2.00 (C) grade point average is required to qualify for graduation.

REGENTS EXTERNAL BACHELOR OF SCIENCE (business) DEGREE

The Regents External Degree Program leading to the Bachelor of Science (business) has two options: the *General Business Option* and the *Subject Area Concentration Option*. The General Business Option is designed to serve those who want a baccalaureate degree in business but do not necessarily wish to specialize in one business subject area. The Subject Area Concentration Option allows the student to focus on one of five business areas: accounting, finance, management of human resources, marketing, or operations management. The General Business Option is structured in terms of credits, and the Subject Area Concentration Option in terms of areas and levels of competence. As with all other Regents External Degrees, both options in the Bachelor of Science (business) may be earned entirely by examination.

The Regents External Bachelor of Science (business) degree program holds membership in the American Assembly of Collegiate Schools of Business. Graduates with an accounting Subject Area Concentration meet the academic requirements to take the Certified Public Accountancy (CPA) Examination in New York State.

Ms. Natalie Dengler

Bachelor of Science
(Management of Human Resources)

Ms. Natalie Dengler is cited for her perserverance and flexibility. For many years, she had longed to teach but came only as close to her goal as the teacher's aide position she held after her daughter was grown. One of the first people to join the Regents External Degree Program when it was opened for enrollment, Ms. Dengler was the first graduate of record to earn a degree entirely through New York State College Proficiency Examinations. That was her Associate in Arts degree conferred in 1975. Repeating her outstanding performance on the associate level, Ms. Dengler completed the entire baccalaureate degree in business in 1977 through examinations for which she prepared exclusively by independent, self-directed study.

GENERAL BUSINESS OPTION DEGREE REQUIREMENTS

The Bachelor of Science (business) degree program with a General Business Option requires 120 semester hours of credit distributed between General Education and Business Component subjects. Candidates who select this option must demonstrate competence in business subjects but are not required to specialize in one business subject area. They must also satisfy requirements of the General Education Component.

THE GENERAL EDUCATION COMPONENT (General Business Option)

The objective of the General Education Component is to ensure that degree recipients have basic, college-level competence in the humanities and the social sciences. Although not required, knowledge in the natural sciences and mathematics can be used to satisfy part of the requirements of this component.

General Education Component Requirements

Of the 120 semester hours required for the degree, a minimum of 63 must be distributed as follows:

A. *Liberal Arts and Sciences*—A minimum of 45 semester hours of the 63 required must be in the liberal arts and sciences. These 45 credits must be distributed in the following manner:

1. A minimum of 9 semester hours in the area of humanities (e.g., art, music, drama, theatre, philosophy, classics, language, English, or literature);
2. A minimum of 9 semester hours in the area of the social sciences/history (e.g., anthropology, political science, sociology, history, or psychology); and,
3. The remaining 27 semester hours may be in any liberal arts area, including the humanities, social sciences/history, and natural sciences/mathematics (e.g., biology, physics, chemistry, calculus, or geology).

B. Unrestricted Electives—A total of 18 semester hours of the 63 credits required for the General Education Component are considered unrestricted electives. They may be earned in *any* field(s) of collegiate study, including business and other professional, technical, or vocational areas, as well as the liberal arts and sciences areas.

Candidates should guard against duplicating subject matter in satisfying requirements; they should be especially careful not to duplicate credit earned toward a Business Component requirement by business courses submitted as unrestricted electives in the General Education Component. The Regents External Degree Registrar will answer candidates' questions on possible duplication. With the exception of business courses (see Section D below under "Business Component Requirements"), there is no time limit on course or examination completion for the General Education Component, as long as official transcripts are available.

THE BUSINESS COMPONENT (General Business Option)

The objective of the Business Component is to ensure that degree recipients have college-level competence in the major areas of business, without a requirement of specialization or concentration in any one business area. (Candidates who prefer a degree program with specialization in a specific business area, that is, accounting, finance, marketing, management of human resources, or operations management, may wish to consider the Subject Area Concentration Option.)

Business Component Requirements

To meet the Business Component requirements of the General Business Option, *a minimum of 57 semester hours of the 120 required for the degree must be earned in the field of business or in specified business-related areas.* These credits must be earned in accordance with the following requirements:

A. *Core Business Requirements*—Basic knowledge must be demonstrated in each of the following areas:

  - Accounting
  - Finance
  - Management of Human Resources
  - Marketing
  - Operations Management
  - Business Policy
  - Economics (both Microeconomics and Macroeconomics)
  - Mathematics (College Algebra or above)
  - Statistics

  In general, a 2—3 semester hour course or proficiency examination focusing on one of the above-listed areas will meet that CORE requirement. Some comprehensive courses or proficiency examinations may satisfy more than one CORE requirement (see boxed list later in this section).

B. *Business Electives*—The remaining semester hours needed to satisfy the 57 hours of the Business Component requirements can be earned in any area(s) in the field of business, including Core areas, according to the candidate's preference. Any mathematics credits in excess of 6 semester hours and any statistics credits in excess of 6 semester hours will be classified as general education credits. In the economics field, most credits beyond micro- and macroeconomics are classified as general education credits unless they have a definite business emphasis which has been approved by faculty committee. Generally, computer science, data processing (non-hardware courses), principles of real estate, and principles of insurance are classified as business electives. Technical writing courses are classified as humanities among the liberal arts and sciences, and secretarial science and business mathematics courses are classified as unrestricted electives.

  With the exception of those courses specifically identified, Program Advisors and Transcript Evaluators cannot classify business-related courses toward fulfillment of any business component requirements. This is the prerogative of the Business Faculty Transcript Subcommittee. Business related courses include study such as public administration, insurance, real estate, and economics. Business degree candidates who need definite rulings on whether certain courses will meet this requirement are encouraged to submit course descriptions in advance for classification; Transcript Evaluators can inform students of the schedule of faculty subcommittee meetings.

C. *Course Level Requirement*—Of the 57 hours needed to satisfy Business Component requirements, a minimum of 15 must be earned at the advanced level. Advanced level credit in business-related courses (e.g., economics) will be considered by the Business Faculty Committee on an individual basis before they can be applied toward satisfaction of the advanced level requirement. Examinations which can be used to satisfy the advanced level requirement are noted in the listing of approved proficiency examinations at the end of this section. Advanced level courses are those above the elementary and intermediate levels. Such courses assume that the student has background knowledge in the subject matter area equivalent to the elementary and intermediate level. In many cases these courses will have as formal prerequisites the completion of lower level business courses. For example, a course in management policy which assumes prior knowledge of business organization, as well as more specific aspects of such subjects as finance or marketing, would be classified as advanced level.

D. *Time Limit*—Only those business courses completed since the beginning of the fall 1960 semester can be used for credit toward the Business Component. Courses completed prior to that term cannot be applied.

Because both economics and mathematics, however, are liberal arts and science subjects, courses in these two subjects *may* be applied toward appropriate business core requirements *without* time limitation.

Minimum Academic Average

Candidates may satisfy degree requirements by submitting official transcripts of academic work completed through the methods described in the next section. Only courses or examinations which carry grades of "C" (or better) or "P" ("Pass") or a score acceptable to the Regents External Degree faculty can qualify toward satisfying a Business Component requirement. Courses or examinations with grades of "D" can be used toward the General Education Component. However, before a candidate can qualify for graduation, an overall "C" (2.0) average must be obtained. For further information, please refer to the "Grading" and "Computing a Numerical Academic Average" portions of the General Information section of this catalog.

WAYS OF EARNING CREDIT TOWARD SATISFYING GENERAL BUSINESS OPTION REQUIREMENTS

The completion of any or all of the following will be considered for credit toward meeting the General Business Option of the Bachelor of Science (business) degree requirements in both the General Education and Business Components:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (See page 188 for tests for the General Education Component, and page 158 for tests for the Business Component);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate Sponsored Instruction evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman Certificates; and,
7. A combination of these ways.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG.

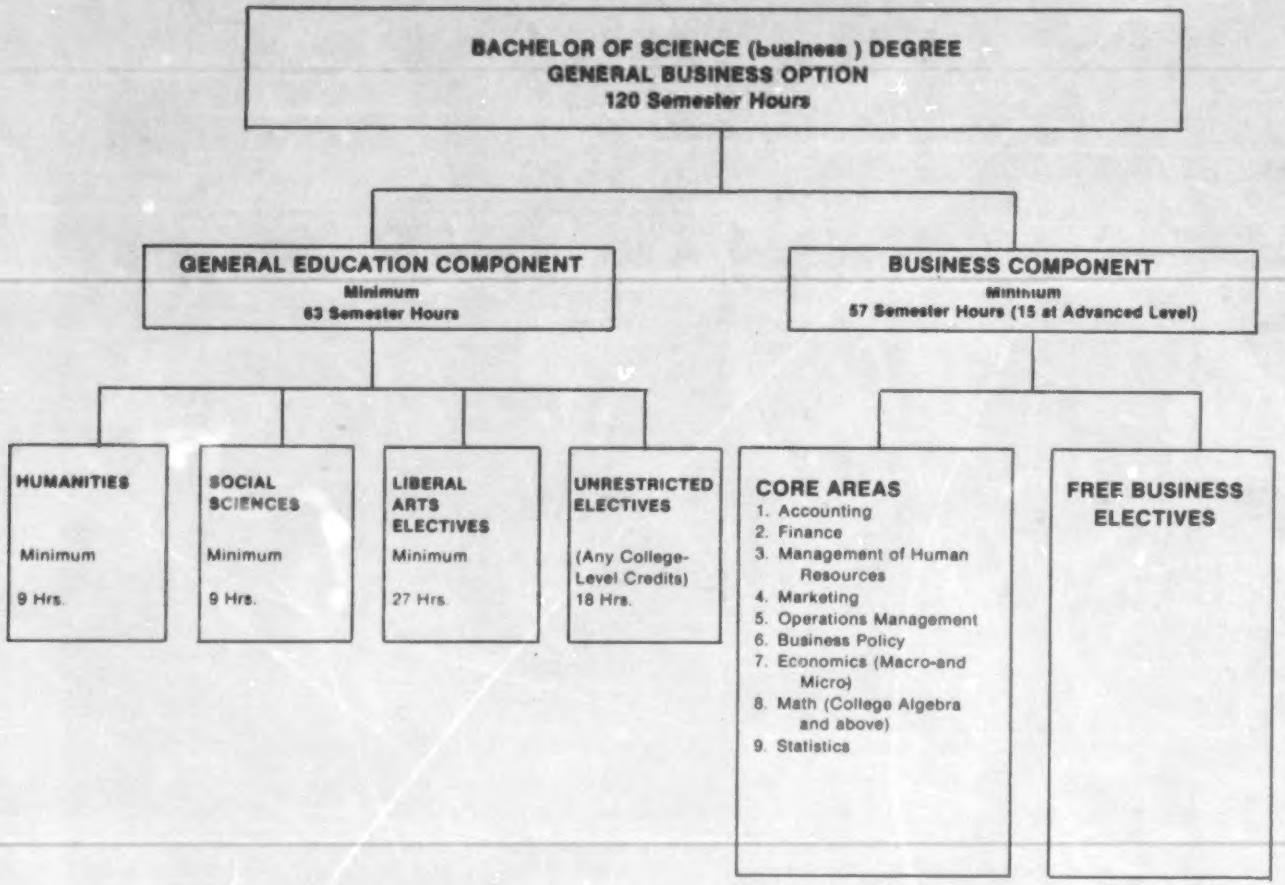

BACHELOR OF SCIENCE (business) DEGREE
GENERAL BUSINESS OPTION
120 Semester Hours
GENERAL EDUCATION COMPONENT
Minimum
63 Semester Hours
BUSINESS COMPONENT
Minimum
57 Semester Hours (15 at Advanced Level)
HUMANITIES
Minimum
9 Hrs.
SOCIAL SCIENCES
Minimum
9 Hrs.
LIBERAL ARTS ELECTIVES
Minimum
27 Hrs.
UNRESTRICTED ELECTIVES
(Any College-Level Credits)
18 Hrs.
CORE AREAS
1. Accounting
2. Finance
3. Management of Human Resources
4. Marketing
5. Operations Management
6. Business Policy
7. Economics (Macro-and Micro)
8. Math (College Algebra and above)
9. Statistics
FREE BUSINESS ELECTIVES

Figure 15

Regents External Degree Examinations in business subjects can be used to satisfy the Business Component requirements of the General Business Option. The following list shows which core business requirements can be met by Regents External Degree Examinations. (See the section of this catalog titled, "Examination Content Descriptions," for further information.)

CORE BUSINESS REQUIREMENTS	REGENTS EXTERNAL DEGREE BUSINESS EXAMINATION(S)
Accounting	Accounting—Levels I, II, or III
Finance	Finance—Levels I, II, or III
Management of Human Resources	Management of Human Resources—Levels I, II, or III
Marketing	Marketing—Levels I, II, or III
Operations Management	Operations Management—Levels I, II, or III
Business Policy	Business Environment and Strategy
Economics (Both Microeconomics and Macroeconomics)	Finance—Levels I, II, or III
Mathematics (College Algebra or above)	Operations Management—Levels I, II, or III
Statistics	Operations Management—Levels I, II, or III

Candidates should note that AP, CLEP, GRE, UAP, DANTES, and USAFI examinations can also be used to meet core business requirements. See the list of approved examinations at the end of this section.

APPROVED EXAMINATIONS FOR FULFILLING THE BUSINESS COMPONENT OF THE BACHELOR OF SCIENCE (business) REGENTS EXTERNAL DEGREE–GENERAL BUSINESS OPTION

CPE = New York College Proficiency Examination*
REDE = Regents External Degree Examination*
AP = Advanced Placement (College Board) Examination
CLEP = College-Level Examination Program Test
DANTES = Defense Activity for Non-Traditional Education Support Test
GRE = Graduate Record Examination Advanced Test
UAP = Undergraduate Assessment Program Field Test
USAFI = United States Armed Forces Institute Test

CPE, REDE, AP, CLEP, GRE, and UAP Tests are listed alphabetically by exact title of the examination. DANTES and USAFI examinations are listed separately with the GED's first followed by the Subject Standardized Tests (SST's) in numerical order. Therefore, the reader should check the entire list. See page 188 for a list of examinations which may be used toward fulfilling the General Education Component requirements.

BUSINESS COMPONENT (GENERAL BUSINESS OPTION) EXAMINATIONS

The examinations listed below can be used to fulfill the Business Component requirements of the General Business Option. They may also be used toward 18 semester hours of unrestricted electives in the General Education Component, if additional credits in business subjects are desired beyond the 57 credits required in the Business Component. Those tests which can be used to satisfy a Core business requirement are specified according to the key below. Only those examinations marked "AD" for advanced level and "CO" for combination of levels may be applied to the Business Component requirement of 15 semester hours of advanced level work. (Please note that Regents External Degree Examinations (REDE) may be used toward *both* the General Business Option and the Subject Area Concentration Option, as specified in the degree descriptions.)

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*These examinations are available in states other than New York and in many countries throughout the world as ACT PEP Tests. See page 22 for further details.

Key to Core Areas:

Acct = Accounting
BP = Business Policy
Math = Mathematics
Econ = Economics
Fin = Finance
MHR = Management of Human Resources
Mktg = Marketing
OPM = Operations Management
Stat = Statistics

PREPARED BY	AREA AND TITLE	CREDITS/ LEVEL	BUS. CORE REQUIREMENT(S) SATISFIED
REDE	Accounting (Level I)	6	Acct
REDE	Accounting (Level II)	9* AD	Acct
REDE	Accounting (Level III)	12* AD	Acct
CLEP	Accounting (Introductory)	6	Acct
UAP	Business	30	Acct Fin MHR Mktg Econ Stat
REDE	Business Environment and Strategy	6 AD	BP
CLEP	College Algebra	3	Math
CLEP	College Algebra and Trigonometry	3	Math
CLEP	Computer Programming, Elementary: Fortran IV	3	
CLEP	Computers & Data Processing	3	
GRE	Computer Science	39****CO	
GRE	Economics	39*** CO	Econ
UAP	Economics	30**	Econ
REDE	Finance (Level I)	9	Fin & Econ
REDE	Finance (Level II)	9* AD	Fin & Econ
REDE	Finance (Level III)	12* AD	Fin & Econ
CLEP	Introduction to Business Management	3	MHR
CLEP	Introductory Business Law	3	
CLEP	Introductory Calculus	6	Math
CLEP	Introductory Calculus with Analytic Geometry	6	Math
CLEP	Introductory Economics	6	Econ
CLEP	Introductory Macroeconomics	3##	Econ(Macro)
CLEP	Introductory Marketing	3	Mktg
CLEP	Introductory Microeconomics	3##	Econ(Micro)
CLEP	Introductory Micro- and Macroeconomics	3	Econ
REDE	Management of Human Resources (Level I)	6	MHR
REDE	Management of Human Resources (Level II)	9* AD	MHR
REDE	Management of Human Resources (Level III)	12* AD	MHR
REDE	Marketing (Level I)	3	Mktg
REDE	Marketing (Level II)	9* AD	Mktg
REDE	Marketing (Level III)	12* AD	Mktg
AP	Mathematics	6	Math
GRE	Mathematics	39#	Math
UAP	Mathematics	30###	Math
CLEP	Mathematics—General	6	Math
CLEP	Money and Banking	3##	Econ(Macro)
REDE	Operations Management (Level I)	9	OPM, Math, Stat

REDE	Operations Management (Level II)	9[*]	AD	OPM, Math, Stat
REDE	Operations Management (Level III)	12[*]	AD	OPM, Math, Stat
CLEP	Statistics	3		Stat

---

[*] Credit granted for lower level examinations (i.e., Levels I and/or II), if not previously taken.

[**] Includes 18 liberal arts credits and 12 business component credits.

[***] Includes 24 liberal arts credits and 15 business component credits, 3 of which are advanced level.

[****] Includes 24 unrestricted electitive credits and 15 business component credits, 6 of which are advanced level.

[#] Includes 33 liberal arts credits and 6 (Math) business component credits.

[##] Only partially satisfies core requirement in economics, since it does not cover both microeconomics and macroeconomics.

[###] Includes 24 liberal arts credits and 6 (Math) business component credits.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) AND UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS

The United States Armed Forces Institute (USAFI), formerly a U.S. Department of Defense organization, up to June 1974 offered many examinations, including the General Educational Development (GED)—College-Level Examinations, Subject Standardized Tests, End-of-Course Tests, and Subject Examinations which can be used to fulfill many Regents External Degree requirements. Currently the Defense Activity for Non-Traditional Education Support (DANTES) provides many of USAFI's testing activities, including the College-Level Examination Program (CLEP) General and Subject examinations and the former USAFI Subject Standardized Tests.

Defense Activity for Non-Traditional Education Support (DANTES) Examinations

BUSINESS COMPONENT (GENERAL BUSINESS OPTION)

The examinations listed below may be used to fulfill Business Component requirements of the General Business Option. They may also be used to satisfy the requirement of 18 hours of unrestricted electives in the General Education Component, if additional credit in business subjects is desired beyond the 57 required in the Business Component.

Subject Standardized Test

TYPE	AREA AND TITLE	CREDITS/ LEVEL	BUS. CORE REQUIREMENT(S) SATISIFIED
SA/SC/SD424	Intermediate College Algebra	3	Math
SA/SB425	College Algebra	3##	Math
SA/SB433	Basic Statistics	3	Stat
SA/SC/SD440	Calculus I	4	Math
SA441	Calculus II	4	Math
SA/SC/SD445	Differential Equations	3	Math
SA/SC/SD446	Linear Algebra	3	Math
SA/SB/SC/SD453	Principles of Economics I	3*	Econ(Macro)
SB454	Principles of Economics II	3*#	Econ(Micro)
SA525	Principles of Accounting	3###	Acct
SC/SD525	Principles of Financial Accounting	3	Acct
SA/SB533	Business Law I	3	
SB534	Business Law II	3###	
SA535	Introduction to Data Processing	2**	

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SA/SC/SD539	Introduction to Management	3	MHR
SB/SC/SD543	Introduction to Business	3	
SB544	Personnel Management	3##	MHR
SA/SB546	Risk and Insurance	3	
SB547	Introduction to Real Estate	3##	
SA548	Money and Banking	3*#	Econ(Macro)
SA/SC/SD549	Basic Marketing	3	Mktg
SA960	Introduction to Quality Control	3**	OPM

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* Only partially satisfies core requirements in economics, since it does not cover both microeconomics and macroeconomics.

** Not applicable if taken after 3/1/77.

*# Discontinued as of 12/31/78.

Discontinued as of 3/31/79.

Discontinued as of 12/31/79

Note: For further information on DANTES Examinations, see the subsection on "Proficiency Examinations" of the section on "Ways of Earning Credit" in the General Information portion of this catalog.

Also, the applicability of new DANTES Examinations, with SC or SD prefixes, toward fulfilling requirements for the General Business Option, is pending faculty review.

UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS*

BUSINESS COMPONENT (GENERAL BUSINESS OPTION)

The examinations listed below may be used to fulfill the Business Component requirements of the General Business Option. They may also be used to satisfy the 18 semester hours of unrestricted electives allowed in the General Education Component, if additional business subjects are desired beyond the 57 credits required in the Business Component.

Only those examinations marked "AD"; i.e., advanced level, may be used to satisfy the Business Component requirements of 15 semester hours of advanced level work.

TYPE	AREA AND TITLE	CREDITS/ LEVEL	BUS. CORE REQUIREMENT(S) SATISFIED
SA424	Intermediate College Algebra	3	Math
SA425	College Algebra	3	Math
SB425	College Algebra (Modern)	3	Math
SA/SB433	Basic Statistics	3	Stat
SA440	Calculus I	4	Math
SA441	Calculus II	4	Math
SA442	Analytical Geometry and Calculus I	4	Math
SA443	Analytical Geometry and Calculus II	4	Math
SA444	Analytical Geometry and Calculus III	4	Math
SA445	Differential Equations	3	Math
SA446	Linear Algebra	3	Math
SA/SB453	Principles of Economics I	3**	Econ
SA/SB454	Principles of Economics II	3**	Econ
SA525	Principles of Accounting I	3	Acct
SA526	Principles of Accounting II	3	Acct
SA527	Intermediate Accounting	6	Acct
SA533	Business Law I	3	
SA534	Business Law II	3	
SA535	Introduction to Data Processing	2	
SA539	Principles of Management	3	MHR
SA/SB543	Introduction to Business	3	
SA545	Office Management	3	
SA546	Risk and Insurance	3	
SA549	Marketing	3	Mktg
SA950	Introduction to Quality Control	3	OPM

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*All USAFI examinations listed were administered prior to May 1974. See the preceding pages for those Subject Standardized Tests currently available through DANTES.

**Only partially satisfies core requirement in economics, since it does not cover both microeconomics and macroeconomics.

SAMPLE
STATUS REPORT
Bachelor of Science (business) Degree
General Business Option

The following sample Status Report has been prepared for an individual who submitted transcripts for evaluation from three testing agencies (Regents External Degree Program, New York College Proficiency Examination Program, College-Level Examination Program), and two colleges (University of M., University of V.). The amount of credit allowed for each course and examination is listed under the requirement it fulfills. For example, the six semester hours for the New York College Proficiency Examination, "Freshman English", are classified under the humanities area of the General Education Component. The three semester hours for the Principles of Accounting I course completed at the University of M. are classified under the Business Component. The total number of hours earned in each area of the General Education and Business Components, as well as the total for all areas, appears at the bottom of the Status Report.

As the requirements for the General Business Option of the Bachelor of Science (business) degree indicate, a minimum of 63 semester hours must be completed to satisfy the General Education Component. A minimum of 45 semester hours of these 63 hours must be earned in the liberal arts and sciences. Adding the totals of the three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics) determines that the candidate has completed a total of 42 semester hours of the 45-hour liberal arts and sciences requirement. This means that the candidate must complete an additional 3 semester hours to satisfy the total 45 semester hour liberal arts and sciences requirement.

It is important to realize that, according to the degree requirements, the 45 semester hours of the liberal arts and sciences requirement must include a minimum of 9 semester hours in each of the humanities and social sciences areas. The sample Status Report indicates that 18 semester hours have been earned in the humanities and 12 hours in the social sciences areas. Therefore, the distribution requirement in humanities and social sciences has been satisfied.

The sample Status Report also indicates that the candidate has earned 12 semester hours of unrestricted elective credit. After completing the 45 semester hour liberal arts and sciences requirement, an additional 6 semester hours must be completed to satisfy the 63 semester hour General Education Component requirement. These 6 semester hours can be earned in any area, including business electives, since the candidate is allowed 18 hours of elective credit.

The Business Component requires that a minimum of 57 semester hours of the 120 needed for the Bachelor of Science (business) degree with a General Business Option must be earned in the field of business or specified business-related areas. In addition to the total semester hour requirement for the Business Component, there is also a Core Business requirement and a course level requirement. The Core requirement specifies that the candidate must complete courses or approved proficiency examinations in each of the following areas: Accounting (Acct); Finance (Fin); Management of Human Resources (MHR); Marketing (MKTG);

Operations Management (OPM); Business Policy (BP); Economics (Econ)—both micro and macro; Mathematics (Math) at the level of college algebra or above; and Statistics (Stat). The course level requirement indicates that, of the 57 semester hours needed to satisfy the Business Component requirements, a minimum of 15 must be earned at the advanced level. (See the "Course Level Requirement" subsection for a definition of advanced level.)

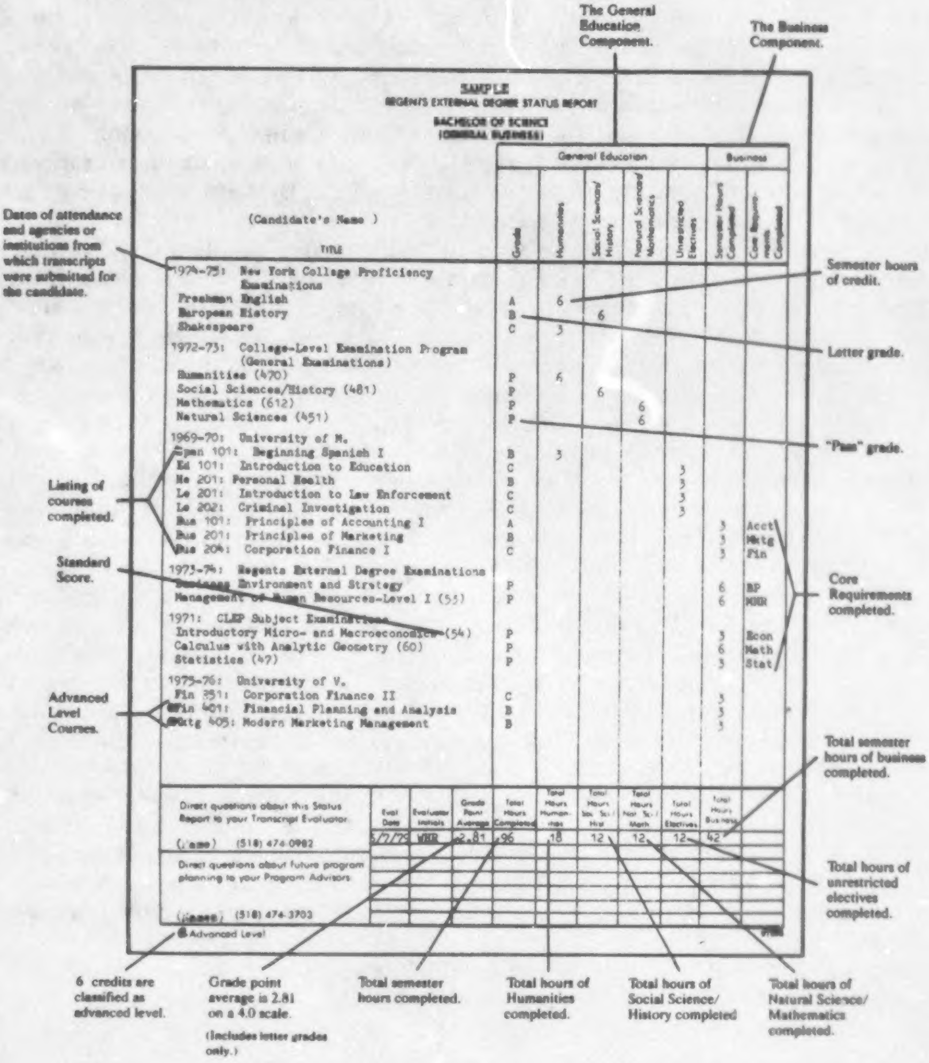
The amount of credit awarded for courses and examinations is listed on the sample Status Report under the "Semester Hours Completed" column of the Business Component. As indicated, a total of 42 semester hours has been granted. To satisfy the total semester hour requirement of the Business Component, an additional 15 semester hours are required.

The sample Status Report also indicates which Core Business requirements have been satisfied. In the "Core Requirement Satisfied" column of the Business Component, the requirements which have been satisfied are designated next to the course or examination used to demonstrate that basic knowledge was acquired. For example, the Status Report indicates that 3 semester hours of credit were awarded for the Principles of Accounting I course completed at the University of M. Since this course indicates that basic knowledge in the field of accounting was acquired, it was used to satisfy the accounting area of the Core Business Requirement. From a review of the Status Report, it can be determined that all Core requirements have been satisfied with the exception of Operations Management. Although there is no minimum in terms of the number of semester hours needed to satisfy an area of the Core requirement, the candidate must demonstrate basic knowledge in the field of Operations Management to satisfy the Core Business Requirement. Semester hours earned to satisfy this requirement can also be used to satisfy the 57 semester hour requirement for the Business Component.

On the sample Status Report, "advanced level" business courses are designated with @, as indicated by the code information at the bottom of the sheet. By counting the number of semester hours for each course designated with @, one can compute that 12 semester hours of advanced work have been completed. Thus, to satisfy the course level requirement of 15 advanced level semester hours of business courses, an additional 3 hours must be earned at the advanced level. Semester hours earned to satisfy the course level requirement can also be used toward satisfying the 57 semester hour requirement for the Business Component.

As additional work is presented toward meeting the degree requirements, the grade results will be recorded on an updated version of the Status Report, indicating the cumulative record of the candidate. When the degree requirements are met, the candidate will be notified of graduation.

At the bottom of the actual Status Report are listed the names of the Transcript Evaluator and Program Advisor. Questions regarding the candidate's program may be directed to either. In general, the Transcript Evaluators will respond to queries about the Status Report and the status of the candidate's records on file in the Registrar's Office. Program Advisors will answer questions regarding the planning of a program to fulfill degree requirements.


The General Education Component.
The Business Component.
Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.
Semester hours of credit.
Letter grade.
"Pass" grade.
Listing of courses completed.
Standard Score.
Core Requirements completed.
Advanced Level Courses.
Total semester hours of business completed.
Total hours of unrestricted electives completed.
6 credits are classified as advanced level.
Grade point average is 2.81 on a 4.0 scale.
(Includes letter grades only.)
Total semester hours completed.
Total hours of Humanities completed.
Total hours of Social Science/ History completed
Total hours of Natural Science/ Mathematics completed.

SAMPLE
REGENTS EXTERNAL DEGREE STATUS REPORT
BACHELOR OF SCIENCE
(GENERAL BUSINESS)

(Candidate's Name)

		General Education				Business	
TITLE	Grade	Humanities	Social Sciences/ History	Natural Sciences/ Mathematics	Unrestricted Electives	Semester Hours Completed	Core Requirements Completed
1974-75: New York College Proficiency Examinations							
Freshman English	A	6					
European History	B		6				
Shakespeare	C	3					
1972-73: College-Level Examination Program (General Examinations)							
Humanities (470)	P	6					
Social Sciences/History (481)	P		6				
Mathematics (612)	P			6			
Natural Sciences (451)	P			6			
1969-70: University of M.							
Span 101: Beginning Spanish I	B	3					
Ed 101: Introduction to Education	C				3		
He 201: Personal Health	B				3		
Le 201: Introduction to Law Enforcement	C				3		
Le 202: Criminal Investigation	C				3		
Bus 101: Principles of Accounting I	A					3	Acct
Bus 201: Principles of Marketing	B					3	Mktg
Bus 204: Corporation Finance I	C					3	Fin
1973-74: Regents External Degree Examinations							
Business Environment and Strategy	P					6	BP
Management of Human Resources-Level I (55)	P					6	MHR
1971: CLEP Subject Examinations							
Introductory Micro- and Macroeconomics (54)	P					3	Econ
Calculus with Analytic Geometry (60)	P					6	Math
Statistics (47)	P					3	Stat
1975-76: University of V.							
Fin 351: Corporation Finance II	C					3	
●Fin 401: Financial Planning and Analysis	B					3	
●Mktg 405: Modern Marketing Management	B					3	

Direct questions about this Status Report to your Transcript Evaluator.

(Name) (518) 474-0982

Eval Date	Evaluator Initials	Grade Point Average	Total Hours Completed	Total Hours Humanities	Total Hours Soc Sci/Hist	Total Hours Nat Sci/Math	Total Hours Electives	Total Hours Business
5/7/79	WHR	2.81	96	18	12	12	12	42

Direct questions about future program planning to your Program Advisors

(Name) (518) 474-3703

● Advanced Level

Figure 16

SAMPLE
STATUS REPORT
INFORMATION SHEET
B.S. (business) (GBO) Degree

The Registrar provides a Status Report Information Sheet that serves as the candidate's check list of remaining degree requirements. The sample Information Sheet complements the preceding sample Status Report. It summarizes the candidate's need for 9 additional semester hours of credit, including 3 credits in the liberal arts and sciences, to satisfy the total *General Education Component requirements* for 63 semester hours of credit. The candidate also needs 15 additional hours of which 3 must be at the advanced level, to complete the total *Business Component requirements.* A course or proficiency examination in Operations Management must also be taken to satisfy the Core requirements. The candidate may be able to satisfy many requirements simultaneously. For example, by passing an advanced level Operations Management course or examination, the candidate may earn credits toward level requirements, the Operations Management core requirement, and the total Business Component credit requirements at the same time.

SAMPLE
STATUS REPORT
INFORMATION SHEET
B.S. (business) (GBO) Degree

General Education Component

__x__ To satisfy the total and/or distribution of the General Education Component, you must earn an additional

- ______ semester hours of credit. Of this total, you must earn a minimum of ______ in the humanities, and ______ in the social sciences or history. Of the remaining credits, ______ must be in one or all three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics), while ______ can be earned in any academic area including the unrestricted electives.
- __9__ semester hours of credit. Of this total, you must earn a minimum of __3__ in one or all three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics). The remaining __6__ credits can be earned in any academic area including the unrestricted electives.
- ______ semester hours of credit in one or all three areas of the arts and sciences (humanities, social sciences/history, natural sciences/mathematics).
- ______ semester hours of credit in any area, including the arts and sciences and unrestricted electives.
- ______ Because of the limited amount of credit submitted it is not possible to provide you with specific information at this time upgrading the extent to which you have satisfied the distribution requirement of your program.

Business Component

__x__ To satisfy the total hour requirement of the Business Component, you must earn an additional __15__ semester hours of credit.

______ If all Core Business Requirements have been satisfied, the credits can be earned in any field of business.

__x__ You have not satisfied all Core Business Requirements. Additional work must be completed in the following areas:

______ Accounting (Actg)
______ Finance (Fin)
______ Management of Human Resources (MHR)
______ Marketing (Mktg)
__x__ Operations Management (OPM)
______ Business Policy
______ Economics (Econ)
______ Mathematics (Math)
______ Statistics (Stat)
______ All Core Business Requirements

__x__ To satisfy the 15 semester hour Advanced Level Requirement, you must earn an additional __3__ semester hours of credit at the advanced level.

SUBJECT AREA CONCENTRATION OPTION: DEGREE REQUIREMENTS

The Bachelor of Science (business) program with a Subject Area Concentration Option is *not* based on a credit-hour system. Rather, it is structured in terms of levels of competence. The candidate who selects this option must choose to specialize in one of five designated business subjects—accounting, finance, management of human resources, marketing, or operations management—and must demonstrate specified levels of competence in the remaining four subject areas, as well as satisfy the requirements of the General Education Component.

CERTIFIED PUBLIC ACCOUNTANCY EXAMINATION

Graduates of the Regents Bachelor of Science (business) degree with an accounting subject area concentration are eligible to take the Certified Public Accountancy (CPA) Examination in New York State.

Minimum Academic Average

Candidates may satisfy degree requirements by submitting official transcripts of academic work completed through the methods described below. Only courses or examinations which carry grades of "C" (or better) or "P" ("Pass") or a score acceptable to the Regents External Degree faculty can qualify toward satisfying a Business Component requirement. Courses or examinations with grades of "D" can be used toward the General Education Component. However, before a candidate can qualify for graduation, an overall "C" (2.0) average must be obtained. For further information, please refer to the "Grading" and "Computing a Numerical Academic Average" portions of the General Information section of this catalog.

THE GENERAL EDUCATION COMPONENT (SUBJECT AREA CONCENTRATION OPTION)

The objective of the General Education Component is to ensure that degree recipients have basic, college-level competence in the humanities and the social sciences. Although not required, knowledge in the natural sciences and mathematics can be used to satisfy part of the requirements of this component.

The completion of any or all of the following will be considered for credit toward satisfying the General Education Component requirements of the Bachelor of Science (business) Subject Area Concentration:

1. College courses for degree credit from regionally accredited colleges and universities;
2. Proficiency examinations (See page 188 for tests for the General Education Component. and page 181 for tests for the Business Component);
3. Military Service Schools and Occupational Specialties;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education; *Special Assessment may be used to satisfy General Education Component requirements only;*
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit; and,
6. A combination of the above approaches.

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG ON PAGES 16-47.

GENERAL EDUCATION COMPONENT REQUIREMENTS AND METHODS OF SATISFYING THEM

1. *College Courses for Degree Credit*

   The number and type of courses needed to satisfy the requirements of the General Education Component are as follows:

   a. A minimum of 10 one-semester courses in liberal arts. (If the courses were completed on a quarter system a minimum of 15 courses is required.)

   b. The required courses must be distributed in the following manner:

      (1) A minimum of two one-semester courses (three quarter courses) in the area of humanities (e.g., art, music, theatre, philosophy, literature, English, language, classics);

      (2) A minimum of two one semester courses (three quarter courses) in the

area of social sciences/history (e.g., anthropology, political science, sociology, history, psychology); and,

    (3) The remaining six one-semester courses (nine quarter courses) in any liberal arts area (non business-related), including the humanities, social sciences/history or natural sciences/mathematics (e.g., biology, chemistry, anthropology, music, history, literature).

  c. The following courses cannot be counted toward satisfying the requirements of the General Education Component:

    (1) Business-related liberal arts courses which duplicate a requirement of the Business Component (e.g., Principles of Economics, Statistics, Calculus);
    (2) All business courses; and,
    (3) All technical or vocational courses.

2. *Proficiency Examinations*

The requirements of the General Education Component can be satisfied by obtaining satisfactory scores on five approved proficiency examinations. These examinations must be distributed as follows:

  a. At least one examination must be classified as being humanities;
  b. At least one examination must be classified as being social sciences/history; and,
  c. The remaining three examinations can be from any of the nonbusiness-related liberal arts areas including humanities, social sciences/history and natural sciences/mathematics (e.g., history, science, art, music, chemistry, etc.).

The following proficiency examinations *cannot* be counted toward satisfying the requirements of the General Education Component:

  (1) Business-related liberal arts examinations which duplicate a requirement of the Business Component (e.g., Principles of Economics, Algebra, Calculus, Statistics);
  (2) All business examinations; and,
  (3) All technical or vocational examinations.

A list of the available proficiency examinations which are approved for satisfying the requirements of the General Education Component of the Bachelor of Science (business) degree may be found near the end of this section on page 188. These examinations include those College Proficiency Examinations and Regents External Degree Examinations [illegible] available as ACT PEP tests in [illegible] other than New York (See the list of Administration Sites for these examinations in Part III of this catalog.), and those offered by DANTES and USAFI (See pages 188-195 for a list of proficiency examinations available).

3. *Military Service School Courses and Occupational Specialties*
4. *Special Assessment*

Special assessment can be used as a means of satisfying the requirements of the General Education Component of the Bachelor of Science (business) degree with a Subject Area Concentration Option. Special Assessment may *not* be used to satisfy the requirements of the Business Component. Please note that this restriction of credits by Special Assessment applies only to the business degree with a Subject Area Concentration Option. Candidates who elect the General Business Option may apply Special Assessment credit to both the General Education Component and Business Component requirements. The amount and type of credit allowed will vary from individual to individual, and will depend on the college-level experience presented for validation.

5. *Noncollegiate Sponsored Instruction Which Has Been Evaluated And Recommended For College Credit*
6. *A Combination Of These Ways*

FOR FURTHER INFORMATION REFER TO THE "WAYS OF EARNING CREDIT" PORTION OF THE GENERAL INFORMATION SECTION OF THIS CATALOG ON PAGES 16-47.

BUSINESS COMPONENT (SUBJECT AREA CONCENTRATION OPTION)

The objective of the Business Component of the Bachelor of Science (business) degree program is to ensure that degree recipients possess knowledge and skills comparable to those of graduates from collegiate programs leading to a baccalaureate degree in business. Candidates must demonstrate knowledge in five academic areas: accounting, finance, management of human resources, marketing, and operations management. Regents External Degree Examinations have been developed to measure three levels of achievement in each of these areas. An examination in another area of competence—entitled Business Environment and Strategy—is also required in this component. Descriptions of the Regents External Degree Examinations are found in the "Examination Descriptions" section of this catalog.

The content of each Regents External Degree Examination* in the five academic areas corresponds to a particular stage in a candidate's academic preparation and *not to the subject matter of a specific course in a college curriculum.* A general description of the academic preparation required at each level follows:

Level I

requires an introductory knowledge of the facts, terminology, principles, and concepts of each of the five areas (accounting, finance, management of human resources, marketing, and operations management). The subject matter corresponds to the introductory course(s) in a college curriculum for each discipline. In the area of accounting, a candidate must demonstrate knowledge of business law as well as accounting. This is the only Level I area of study that is not totally satisfied by the Regents External Degree Examination. (This may be done by passing the Introductory Business Law Examination (CLEP), *OR* the Introduction to Business Law Examination administered by the Defense Activity for Non-Traditional Education Support (DANTES), United States Armed Forces Institute (USAFI), *OR* by completing an approved one-semester college credit course in Introduction to Business Law or Introductory Business Law.)

Level II

requires a more comprehensive and detailed knowledge of each discipline, and the subject matter corresponds to the intermediate sequence of courses in a traditional college curriculum.

Level III

not only requires a comprehensive understanding of facts, principles, and procedures but also the inter-relationships among them and the ability to apply this knowledge to problems and situations similar to those encountered in the business world.

Business Environment and Strategy requires all candidates to possess an awareness of the constraints under which managers function, and considerations involved in the formulation of corporate policy, and the implications of policy decisions.

Business Component Requirements

The Business Component requires the candidate to:

1. Demonstrate competence at Level I in all five academic areas—accounting, finance, management of human resources, marketing, and operations management.
2. Demonstrate competence at Level II in two of the five areas.
3. Demonstrate competence at Level III in one of the five areas of Level I. The selected area will constitute the candidate's area of concentration.
4. Demonstrate competence in the area of business environment and strategy.

Satisfying the Requirements of the Business Component

There is no fixed order in which the requirements of the Business Component must be met and candidates are free to choose the approach best suited to their interests and levels of preparation. The requirements of the Business Component can be satisfied by the Regents External Degree Examinations in business.

Level I, Level II, and the Business Environment and Strategy examinations may be waived by submitting transcript credit from regionally accredited colleges or universities, approved testing agencies, institutions offering approved noncollegiate sponsored instruction, military service school courses or military occupational specialties, as outlined below. *The Level III Regents External Degree Examination is a required test, and is non-waiveable.*

Successful completion of a higher level examination in a subject area before taking the lower level exam(s) in that same area automatically satisfies the lower level requirement.

For example, a candidate who takes and passes the Level II finance examination before taking the Level I finance examination automatically satisfies the Level I requirement.

Special Assessment has been designed to verify college-level knowledge when appropriate proficiency examinations are not available. Since specially designed examinations for the Business Component have been developed, Special Assessment cannot be used to satisfy Business Component requirements. Instead,

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*Please note that Regents External Degree Examinations in business may also be used to satisfy requirements for the General Business Option as specified in the preceding degree description.

individuals will be required to complete the Regents External Degree Examinations in business or submit transcript credit of courses or proficiency examinations in order to satisfy the Business Component requirements.

The requirements at each level may be satisfied in the following manner:

The *Level I* requirements must be satisfied for accounting, finance, management of human resources, marketing, and operations management. For each area, this can be accomplished in one of the following ways:

(1) Passing each of the Level I Regents External Degree Examinations in the areas.*

OR

(2) Obtaining a *waiver* for the Level I Regents External Degree Examination in an area by:
  (a) Satisfying the Level II or the Level III requirement in the specific area,
  OR
  (b) Having college transcript credit, approved proficiency examinations, approved noncollegiate sponsored instruction credit, or military service school courses or occupational specialities certified as meeting the requirement.

The *Level II* requirement must be satisfied in two of the five Level I areas, and this can be accomplished in one of the following ways:

(1) Passing Level II Regents External Degree Examinations in the two chosen areas,
OR

(2) Obtaining a waiver for the Level II Regents External Degree Examination in an area by:
  (a) Passing the Level III Regents External Degree Examination in that area,
  OR
  (b) Having transcript credit, approved proficiency examinations, or approved noncollegiate sponsored instruction credit, or military service school courses or occupational specialties certified as meeting the requirement.

The *Level III* Regents External Degree Examination** is a *required test* that must be passed by all candidates. The area selected will constitute the candidate's area of *concentration* in business.

The *Business Environment and Strategy* requirement must be satisifed in one of the following ways:

(1) Passing the Regents External Degree Examination in this area,
OR

(2) Obtaining a waiver of this Regents External Degree Examination by having transcript credit, approved proficiency examinations, or approved noncollegiate sponsored instruction credit, military service school courses or occupational specialties certified as meeting the requirement.

WAIVING REGENTS EXTERNAL DEGREE BUSINESS EXAMINATIONS

Under certain conditions, transcripts containing regular college courses from regionally accredited colleges, approved proficiency examinations, military service courses, military occupational specialties and evaluated noncollegiate educational programs can be submitted for purposes of waiving a Level I or Level II Regents External Degree business examination. The candidate should review carefully the following information on the types of courses and/or proficiency examinations that can be used to waive Business Component examinations before sending any transcripts for review by the Registrar and the business degree committee.

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*To completely satisfy Level I in accounting, one must complete the Regents External Degree Examination in Accounting *and* Introduction to Business Law (CLEP), *OR* SA/SB 533 Business Law I Examination administered by the Defense Activity for Non-Traditional Education Support (DANTES)/—The United States Armed Forces Institute (USAFI), *OR* an approved one-semester course in Introduction to Business Law or Introductory Business Law. This is the only Level I area requirement that is not totally satisfied through its Level I Regents External Degree Examination.

**To satisfy completely the Level III requirement in accounting, one must complete the following set of three examinations: Level III Accounting (Area I): Business Law and Federal Income Taxation; Level III Accounting (Area II): Auditing and Cost Analysis; Level III Accounting (Area III): Advanced Theory and Special Topics. This is the only Level III requirement which is not totally satisfied by one examination.

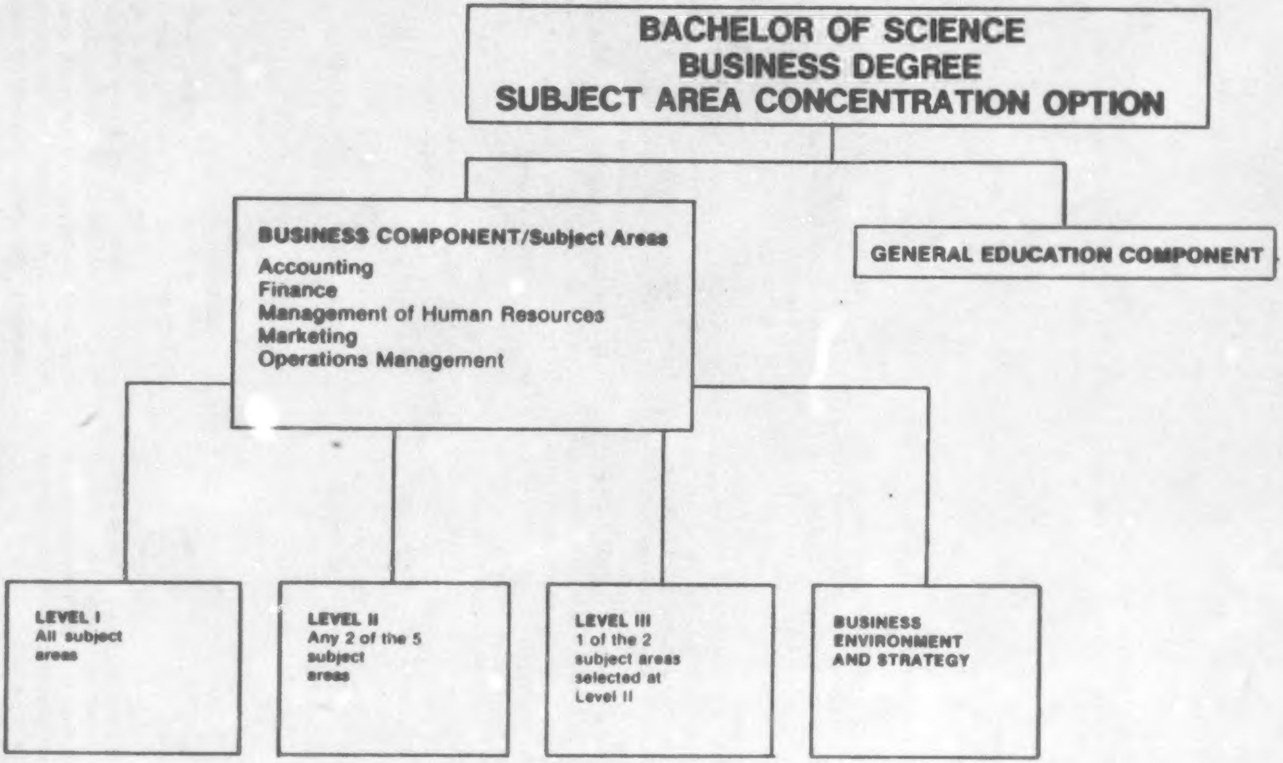
BACHELOR OF SCIENCE
BUSINESS DEGREE
SUBJECT AREA CONCENTRATION OPTION
BUSINESS COMPONENT/Subject Areas
Accounting
Finance
Management of Human Resources
Marketing
Operations Management
GENERAL EDUCATION COMPONENT
LEVEL I
All subject areas
LEVEL II
Any 2 of the 5 subject areas
LEVEL III
1 of the 2 subject areas selected at Level II
BUSINESS ENVIRONMENT AND STRATEGY

Figure 17

Any academic work submitted for waiver must have been completed since the beginning of the fall 1960 semester, must cover all the topics included on the examination developed to measure achievement in that area, must carry a grade of "C" or better or "P" (Pass), and must be from a regionally accredited institution or from an approved testing or military service school program. The exceptions to this are mathematics and economics which are business-related subjects which will be accepted no matter when they were taken.

1. *College Courses for Degree Credit*

Guidelines are provided below to assist the candidate in determining the types of courses which can be submitted for purposes of requesting waiver of a Regents External Degree business examination. It is important to note that a Regents External Degree business examination will be waived only if the completed courses cover all the topics included on the examination developed to measure achievement in that area. Since the content for a specified course can vary from college to college, a blanket statement concerning the waiving of an examination for a course with a particular title cannot be made. Instead, an examination will be waived only after an evaluation of the description of the course(s) is made, and the business degree Faculty Transcript Evaluation committee is certain that all topics have been covered. All such courses submitted for examination waivers must be evaluated on an individual basis by the committee. Candidates interested in fulfilling a Business Component requirement by taking a business course in a college should make sure that the topics covered in the course correspond to the appropriate Regents External Degree examination description. (See "Examination Descriptions" section of this catalog and request a copy of the more detailed "Study Guide" for the examination.)

The section, "Guidelines for Waiving Regents External Degree Business Examinations," provides a breakdown only in terms of semester or year courses. Quarter or trimester courses will be evaluated, like all semester courses, in terms of the amount and type of material covered. The exact number of quarter or trimester courses which must be completed to waive a requirement will depend upon the amount and type of material covered.

The student is responsible for having the registrar of the institution attended send official course descriptions to the Regents External Degree Registrar. Candidates should not expect to receive results of their evaluation until 8 to 10 weeks after the Regents External Degree Program has received the official description to be evaluated.

Only those courses for which a grade of "C" or better was earned at an accredited institution, since the beginning of the fall 1960 semester, will be evaluated for purposes of waiving a business examination, except for mathematics and economics.

2. *Proficiency Examinations*

The proficiency examinations which have been approved for meeting a Business Component requirement are also included in the "Guidelines for Waiving Regents External Degree Business Examinations" section. After the title of each examination is the abbreviated name of the testing agency through which it is administered. To meet a Business Component requirement, the approved examinations must have been completed since the beginning of the fall 1960 semester and must carry a grade of "C" (or better) or "P" (Pass), except for mathematics and economics.

Specific information regarding how to register for a particular examination, minimum acceptable scores, and procedures for submitting transcripts to the Regents External Degree Program from testing agencies can be obtained by consulting the "Ways of Earning Credit" section of this catalog. Additional information regarding college courses is also provided in that section.

3. *Military Service Schools and Occupational Specialties*

The requirements of the business component can be met by successfully completing business-related military service school courses and occupational specialties which contain college-level work and which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education. The recommendations provided by these offices in terms of the amount of college-level work contained in a particular course(s) will be utilized to determine the number of courses or specialties required to satisfy a

Business Component requirement. The recommendations will also be used by the business faculty for the purpose of classifying the courses according to the subject matter areas and level requirements of the Business Component.

4. *Evaluated Noncollegiate Educational Programs*

Many noncollegiate sponsored instructional programs contain appropriate business-related college-level content, which can be used to waive a Level I or Level II Regents External Degree business examination. Such programs must: (1) cover the same subject matter as the REDE, (2) be approved by the Faculty Transcript Evaluation Committee, and (3) have been evaluated by the Office on Noncollegiate Sponsored Instruction of the New York State Education Department or the American Council on Education. Their recommendations will also be used for purposes of classifying the courses according to the subject matter areas and level requirements of the Business Component.

Guidelines for Waiving Regents External Degree Business Examinations

IMPORTANT: A Business Component requirement will be met only if the completed college courses cover all the topics included on the examination developed to measure achievement in that area. A blanket statement concerning the waiving of a Regents External Degree business examination with a particular title *cannot* be made. *The course and examination titles listed below are provided only as examples.* It *cannot* be assumed that all courses with such titles will satisfy a Business Component requirement. Candidates should also remember that college courses must have been completed through regionally accredited colleges with a grade of "C" (or better) or "P" ("Pass") since the beginning of the fall 1960 semester.

There is no waiver of the Level III examination.

I. *Accounting*

A. Level I: The completion of the following two parts:

1. Two one-semester courses in Introduction to Accounting,
OR
Introductory Accounting Examination (CLEP),
OR
SA 525 Principles of Accounting I Examination (DANTES)
OR
SA 525-526 Principles of Accounting I and II Examinations (USAFI),
OR
Accounting (CPE) offered prior to 1973
OR
SC/SD 525 Principles of Financial Accounting (DANTES),*
AND

2. One-semester course in Introduction to Business Law,
OR
Introduction to Business Law (CLEP),
OR
SA/SB 533 Business Law I Examination (DANTES)

B. Level II: The completion of the following:

1. Two one-semester courses in accounting theory (Appropriate courses are Intermediate Accounting I, Intermediate Accounting II, Advanced Accounting),
OR
SA 527 Intermediate Accounting (USAFI)
AND

2. One-semester course in Cost Accounting

II. *Finance*

A. Level I: The completion of one of the following two parts:

1. Waiver No. 1

a. One-semester course in Basic Corporation Finance
AND

b. One-semester course in Principles of Microeconomics,
OR
Introductory Microeconomics Examination (CLEP),*
OR
SA/SB/SC/SD 453 Principles of Economics I Examination (DANTES or USAFI)
AND

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*Satisfies financial accounting requirement *only*: a course or test in managerial accounting must also be completed.

    c. One-semester course in Money and Banking.
       OR
       Money and Banking Examination (CLEP)
2. Waiver No. II
    a. One-semester course in Basic Corporation Finance
       AND
    b. Two one-semester courses in Principles of Economics, with at least one course in Principles of Microeconomics.**
       OR
       Introductory Microeconomics Examination* and Introductory Macroeconomics Examination* (CLEP).
       OR
       Economics (GRE).
       OR
       Economics (UAP)

B. Level II: The completion of the following:
    1. One-semester course in Corporation Finance. This must be in addition to the basic Corporation Finance course required to partially satisfy the Level I requirement. A course in Advanced Corporation Finance, Corporation Finance Policy, or an Approach to Corporation Finance would be appropriate.
       AND
    2. One-semester course in Investment Management, Investing, or Securities Analysis. It must be an analytic rather than a descriptive course. It cannot be a Personal Finance course.
       AND
    3. One-semester course in Financial Institutions and Markets. Appropriate courses are Financial Institutions, Capital Markets, Management of Financial Institutions, Management of Financial Assets, Banking Policy.

III. Management of Human Resources

A. Level I: The completion of one of the following two waivers:
    1. Waiver No. I
        a. One of the following semester courses to satisfy the management aspect: Supervision, Organization and Man, Fundamentals of Management, Principles of Management, Business Organization.
        b. One of the following semester courses to satisfy the behavioral aspect: Human Relations, Organizational Behavior, Behavioral Sciences in Management, Organization of Management, Organization Theory.

NOTE: COURSES WITH SUCH TITLES AS INTRODUCTION TO BUSINESS, BUSINESS ADMINISTRATION OR CONCEPTUAL FOUNDATIONS OF BUSINESS WILL BE ACCEPTED ONLY IF THEY CAN BE EQUATED TO A TYPE OF COURSE STATED ABOVE. A COURSE IN PERSONNEL MANAGEMENT WILL BE ACCEPTED ONLY IF IT INVOLVES A STUDY OF HUMAN RELATIONS AND IS NOT A DESCRIPTION OF PERSONNEL FUNCTIONS.

       OR

    2. Waiver No. II The examination Introduction to Business Management (CLEP).
       OR
       SA/SC/SD 539 Introduction to Management (DANTES or USAFI)
       AND
       a course in Organizational Behavior, Human Relations, Behavioral Sciences in Management, or Supervision

B. Level II: The completion of the following:
    1. Three of the following courses (or equivalent of 9 semester hours) beyond the Level I requirement: Manpower Planning, Management Behavior, Industrial Psychology, Collective Bargaining, Organization Theory, Group Behavior, Interpersonal Behavior, Personnel Administration, Industrial Relations, Organization Behavior, Management and its Environment, Group Dynamics.

NOTE: COURSES OF A FUNCTIONAL NATURE WITH SUCH TITLES AS SALES MANAGEMENT, MARKETING MANAGE-

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*The introductory Micro- and Macroeconomics Examination (CLEP) cannot be used to satisfy any portion of the Finance (Level I) requirement.

**Economics courses cannot be descriptive or survey courses, consumer economics courses, or comparative economic systems courses. They must involve an analysis of the principles of economics.

MENT, AND TRANSPORTATION ARE NOT APPROPRIATE FOR PURPOSES OF SATISFYING THIS REQUIREMENT.

IV. *Marketing**

A. Level I: The completion of the following:

1. One-semester course in Introduction to Marketing, Principles of Marketing, or Basic Marketing. (Courses in Salesmanship or Advertising are not appropriate and will not be accepted toward satisfying the requirement.)

   OR

   SA/SC/SD 549 Basic Marketing Examination (DANTES or USAFI)

B. Level II: The completion of the following:

1. One-semester course in Marketing Research

   AND

2. One-semester course in Advertising

   AND

3. One-semester course in Retailing, Wholesaling, Logistics, Distribution, or Channels

NOTE: COURSES IN SALESMANSHIP OR SALES MANAGEMENT ARE NOT APPROPRIATE FOR PURPOSES OF SATISFYING THIS REQUIREMENT.

V. *Operations Management*

A. Level I: The completion of the following:

1. One-semester course in Operations Management or Production Management. (Courses in Principles of Management, Organization of Management, Organizational Management or Behavior of Management are *not* appropriate.

   AND

2. One-or-two-semester courses in Statistics, both descriptive as well as inferential statistics topics, such as distributions, probability, correlation, and regression must be covered,

   OR

   Statistics Examination (CLEP),

   OR

   SA/SB 433 Basic Statistics Examination (DANTES)

   AND

3. One-or-two-semester courses in Mathematics for Management, Quantitative Analysis, Linear Algebra, or Calculus. Course content must cover Linear Algebra and Calculus,

   OR

   One examination from each of the following groups:

Group I

College Algebra (CLEP)
College Algebra and Trigonometry (CLEP)
SA/SC/SD 424 Intermediate College Algebra (DANTES or USAFI)
SA 425 College Algebra (USAFI)
SB 425 College Algebra (USAFI)
SA 446 Linear Algebra (DANTES or USAFI)

Group II

Introductory Calculus (CLEP)
SA/SC/SD 440 Calculus I (DANTES or USAFI)
SA 441 Calculus II (DANTES or USAFI)
SA 442 Analytic Geometry & Calculus I (USAFI)
SA 443 Analytic Geometry & Calculus II (USAFI)
SA 444 Analytic Geometry & Calculus III (USAFI)
SA/SC/SD 445 Differential Equations (DANTES or USAFI)
Advanced Placement Mathematics (AP)

B. Level II: The completion of three one-semester courses beyond the Level I requirement with at least one from each of the two following groups:

1. Application Course Titles: Production System Design, Inventory Management, Logistics,* Facilities Planning and Control, Inventory Control, Operations Management II, Advanced Production Management, Materials Management, Production Planning and Control, Introduction to Mathematical Programming, or Operations Planning and Control.
2. Methodological Course Titles: Simulation, Queuing, Advanced Statistical Procedures,** Operations Research, Advanced Probability Theory, Mar-

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*The examination in Introductory Marketing administered by CLEP cannot be used to satisfy any of the marketing requirements of the Subject Area Concentration Option of the Regents External Degree in business.

*Logistics can count for both Marketing and Operations Management Level II requirements.

**Advanced Statistical Procedures must cover topics related to statistical decision-making such as sequential analysis, bayesian analysis, and contingency tables.

kov Analysis, Stochastic Processes, Econometrics, Network Theory, Control Theory, Quality Control, Forecasting Techniques,
OR
SA 960 Introduction to Quality Control (DANTES or USAFI)***

VI. *Business Environment and Strategy*
Completion of the following:
1. One upper-level course which covers business policy
2. A minimum of one additional course which covers:
   a. Business-government relations, and
   b. Business environment

***SA 960 Introduction to Quality Control (USAFI) is equivalent to a one-semester course.

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SOME QUESTIONS YOU MAY BE ASKING ABOUT THE BACHELOR OF SCIENCE (business) DEGREE PROGRAM

Q. *Which B.S. (business) degree option should I choose, the General Business Option (GBO) or a Subject Area Concentration (SAC) Option?*

A. The answer to this question depends on both your background and your career goals. If you have a strong background or interest in one of the five areas in which we offer a subject concentration (i.e., accounting, finance, management of human resources, marketing, or operations management), you may want to consider this option. If, on the other hand, you want to earn a degree with a broad coverage of the business area, which includes business electives, then perhaps the General Business Option would be best for you. Of the two options, the GBO is probably the more flexible degree program.

Q. *May I receive credit for life/work experience (i.e., for running my own business, for managing a department store, for having sold insurance or real estate, etc.)?*

A. No, the Regents External Degree Program does not award credit for life or work experience. We do help a person validate such experience by means of proficiency examinations or Special Assessment.

Q. *May I take proficiency examinations to complete the business degree requirements?*

A. Only those business examinations listed in the degree description on page 181 can be used to complete the business degree requirements.

Q. *Will completing the B.S. (business) degree program qualify me to sit for the Certified Public Accountancy (CPA) Examination in New York State?*

A. Regents External Degree Program graduates *with a subject area concentration in accounting* are eligible to sit for the CPA Examination in New York State. Business graduates with other concentrations do not automatically qualify.

Q. *Why is it necessary for me to send to you descriptions of the business courses I have taken?*

A. Only in this way can the business faculty and program staff decide which requirements of the Business Component of your degree program you have satisfied, and which requirements you have left to complete. If you wish to receive a complete and accurate evaluation, it is imperative that descriptions be submitted.

Q. *Why didn't my business courses appear on my initial status report for the Subject Area Concentration Option?*

A. All business and business-related courses must be reviewed and approved by the Business Faculty, which meets four times a year, before being applied to the Business Component. The Business Faculty requires descriptions of the courses in order to determine their applicability. Courses that have been approved will be added to the Status Report subsequent to faculty review.

Q. *Why were not all the courses I have taken listed on my Status Report?*

A. Either your grades were unacceptable; the courses were taken prior to the fall 1960 semester; they duplicated others for which you were given credit; or you requested us not to list them. In the Subject Area Concentration Option, additional liberal arts courses are not added once the General Education Component has been satisfied.

Q. *If the Regents External Degree Business Environment and Strategy examination can satisfy the Business Policy CORE requirement in the General Business Option, why can't my course in Business Environment satisfy the Business Policy CORE requirement?*

A. Business Environment and Business Policy are two separate subjects which are included in the comprehensive examination: Business Environment and Strategy (BES). The BES examination, which is worth six (6) semester hours of credit, is the equivalent of two or three courses. Since half of the test covers business policy, it fulfills the Business Policy CORE requirement in the General Business Option. Courses equivalent to the business environment section of the BES test do not fulfill the Business Policy CORE requirement.

Q. *May I take Personnel Management to satisfy the Operations Management requirement of the GBO?*

A. Personnel Management will not fulfill the Operations Management CORE requirement. Personnel Management generally deals with the behavioral and human aspects of management rather than production, or operations tasks.

Q. *Is a course in college mathematics the same as college algebra or a higher mathematics course as required in the General Business Option?*

A. Very often courses in college mathematics are basic courses designed for individuals without depth of background in high school mathematics. Such courses do not satisfy the mathematics core requirement of the General Business Option. College algebra usually has prerequisites of intermediate algebra and trigonometry.

APPROVED EXAMINATIONS FOR FULFILLING THE BUSINESS COMPONENT OF THE BACHELOR OF SCIENCE (business) REGENTS EXTERNAL DEGREE–SUBJECT AREA CONCENTRATION OPTION

CPE= New York College Proficiency Examination*
REDE= Regents External Degree Examination*
AP= Advanced Placement (College Board) Examination
CLEP= College-Level Examination Program Test
DANTES= Defense Activity for Non-Traditional Education Support Test
GRE= Graduate Record Examination Advanced Test
UAP= Undergraduate Assessment Program Field Test
USAFI= United States Armed Forces Institute Test

CPE, REDE, AP, CLEP, and UAP Tests are listed alphabetically by the exact title of the examination. DANTES and USAFI examinations are listed separately with the GED's first, followed by the Subject Standardized Tests (SST's) in numerical order according to subject area distribution. Therefore, the reader should check the entire list. See page 188 for a list of examinations which may be used toward fulfilling the General Education Component requirements.

PREPARED BY	BUSINESS COMPONENT
CLEP	Accounting (Introductory)**
REDE	Business—Accounting (Level I)
REDE	Business—Accounting (Level II)***
REDE	Business—Accounting (Level III)***
REDE	Business—Business Environment and Strategy
REDE	Business—Finance (Level I)
REDE	Business—Finance (Level II)***
REDE	Business—Finance (Level III)***
REDE	Business—Management of Human Resourses (Level I)
REDE	Business—Management of Human Resources (Level II)***
REDE	Business—Management of Human Resources (Level III)***
REDE	Business—Marketing (Level I)
REDE	Business—Marketing (Level II)***
REDE	Business—Marketing (Level III)***
REDE	Business—Operations Management (Level I)
REDE	Business—Operations Management (Level II)***
REDE	Business—Operations Management (Level III)***
CLEP	College Algebra**
CLEP	College Algebra and Trigonometry**
GRE	Economics**
UAP	Economics**
CLEP	Introduction to Business Management**
CLEP	Introductory Business Law**
CLEP	Introductory Calculus**
CLEP	Introductory Calculus with Analytical Geometry**
CLEP	Introductory Macroeconomics**
CLEP	Introductory Microeconomics**
AP	Mathematics**
CLEP	Money and Banking**
CLEP	Statistics**

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*These examinations are available in states other than New York and in many countries throughout the world as ACT PEP tests. See Page 22 for further details.

**Partially fulfills Level I requirements.

***Credit granted for lower level examinations (i.e., Levels I and/or II), if not previously taken.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) and UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS

The United States Armed Forces Institute (USAFI), formerly a U.S. Department of Defense organization, up to June 1974 offered many examinations, including the General Education Development (GED)—College Level Examinations, Subject Standardized Tests, End-of-Course Tests and Subject Examinations, which can be used to fulfill many Regents External Degree requirements. Currently, Defense Activity for Non-Traditional Education Support (DANTES) provides many of USAFI's testing activities, including the College Level Examination Program (CLEP), General and Subject examinations, and the former USAFI Subject Standardized Tests.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) EXAMINATIONS

Subject Standardized Tests

BUSINESS COMPONENT

(Subject Area Concentration Option)

SA/SC/SD424	Intermediate College Algebra*
SA/SB425	College Algebra*#
SA/SB433	Basic Statistics*
SA/SC/SD440	Calculus I*
SA441	Calculus II*
SA/SC/SD445	Differential Equations*
SA/SC/SD446	Linear Algebra*
A/SB/SC/SD/453	Principles of Economics I*
SB454	Principles of Economics II*#
SC/SD/525	Principles of Financial Accounting*
SA525	Principles of Accounting*#
SA/SB533	Business Law*
SA/SC/SD539	Introduction to Management*
SA/SB544	Personnel Management*#
SA548	Money and Banking*#
SA/SC/SD549	Basic Marketing
SA960	Introduction to Quality Control**#

UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS

BUSINESS COMPONENT

(Subject Area Concentration Option)

SA424	Intermediate College Algebra*
SA425	College Algebra*
SB425	College Algebra (Modern)*
SA433	Basic Statistics*
SA440	Calculus I*
SA441	Calculus II*
SA442	Analytical Geometry and Calculus I*
SA443	Analytical Geometry and Calculus II*
SA444	Analytical Geometry and Calculus III*
SA445	Differential Equations*
SA446	Linear Algebra*
SA453	Principles of Economics I*
SA454	Principles of Economics II*
SA525	Principles of Accounting I*#
SA526	Principles of Accounting II*
SA527	Intermediate Accounting**
SA533	Business Law I*
SA534	Business Law II*
SA539	Principles of Management*
SA544	Personnel Management*
SA549	Marketing
SA960	Introduction to Quality Control**

The liberal arts End-of-Course Tests and Subject Examinations administered by USAFI prior to 1960 can be used to satisfy the requirements of the General Education Component. Since the titles of these examinations are similar to the titles of the Subject Standardized Examinations, the list of Subject Standardized Examinations presented above should be utilized as a guide in classifying the End-of-Course and Subject Examinations in terms of the subject matter areas of humanities, social sciences, and liberal arts electives.

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*Partially fulfills Level I requirement
**Partially fulfills Level II requirement
#Discontinued

SAMPLE
STATUS REPORT
Bachelor of Science (business) Degree
Subject Area Concentration Option

The following sample Status Report has been prepared for an individual who submitted transcripts for evaluation from four testing agencies (Regents External Degree Program, New York College Proficiency Examination Program, College-Level Examination Program, DANTES), one regionally accredited college (University of V.), and one military service school. The examinations and courses previously completed through the testing agencies, colleges, and military service schools which qualify toward meeting a degree requirement are recorded. An "X" has been made to designate the specific degree requirement to which each course or examination applies. (Since the degree requirements are specified by courses or examinations completed rather than by credit hours, no record of credits for each course or examination will be shown on the Status Report.) The code letters (C,N,P) at the bottom of the Status Report indicate the extent to which each of the specific degree requirements has been satisfied. C = requirements completely met; P = requirements partially met; N = requirements not met.

A review of the sample Status Report indicates that all of the requirements of the General Education Component have been satisfied by using both examinations and courses. The candidate has the 2.0 or C average required for the General Education Component of the degree, since the one D grade (in Political Sciences) is offset by one A (in Biology) and two B's (in Earth Science and European History). The requirements of the General Education Component were satisfied through the completion of four examinations, a one-semester college course at the University of V., and a military service school course, which was equated to a one-semester liberal arts college course on the basis of the credit recommendation provided by the Office on Educational Credit and Credentials. The distribution requirement of the General Education Component requires that at least one examination or two one-semester courses be classified as humanities and at least one examination or two one-semester courses as a social science—plus six one-semester courses or three proficiency examinations (or their equivalent) in any nonbusiness-related areas, including the liberal arts, social sciences, or natural sciences/mathematics. The sample Status Report indicates that this candidate has fulfilled this requirement by submitting and having accepted a CLEP general examination in Humanities to satisfy the humanities requirement, and a College Proficiency Examination in European History to satisfy the social sciences requirement. In addition, the candidate has completed two other New York College Proficiency Examinations in Biology and Earth Science and a course in Political Science at the University of V.

The sample Status Report also indicates that the candidate has partially satisfied the Level I accounting requirement by submitting and having accepted the two Principles of Accounting courses completed at the University of V. Information found in the "Guidelines for Waiving Regents External Degree Business Examinations" section of this catalog indicates that the Level I accounting requirement can be entirely satisfied by completing the following:

1. Two one-semester courses in Introduction to Accounting
   OR
   Introductory Accounting Examination (CLEP)
   OR
   SC/SD Principles of Financial Accounting (DANTES)
   OR
   SA 525-526 Principles of Accounting I and II Examinations (USAFI)
   OR
   Accounting (CPE offered prior to 1973)

AND 2. One-semester course in Introduction to Business Law
   OR
   Introductory Business Law Examination (CLEP)
   OR
   SA/SB 533 Business Law I Examination (DANTES or USAFI)

Since the candidate has completed point number 1 of this requirement by using the two Principles of Accounting courses, but has submitted no evidence of work completed in the area of business law, point number 2 must be satisfied in order to complete the Level I accounting requirement. In other words, either a one-semester course in business law or a proficiency examination (CLEP or DANTES) in business law must be successfully completed.

As indicated on the Status Report, the candidate has also partially satisfied the Level I Finance requirement by using the two DANTES Subject Standardized Examinations of Principles of Economics I and II. By consulting the "Guidelines for Waiving Regents External Degree Business Examinations," the candidate can determine that the complete Level I Finance requirement can be satisfied most efficiently by selecting Option II and completing a one-semester Corporation Finance course.

However, the candidate may select Option I and either (a) complete a one-semester Corporation Finance course, as well as a one-semester course or an approved examination in Money and Banking or (b) may elect to take the Regents External Degree Examination in Finance (Level I). By doing either of these, however, the candidate would actually be completing more academic work than the minimum requirement: an additional course, or an examination (Regents External Degree Examination), which tests topics previously covered by the college courses already completed in economics.

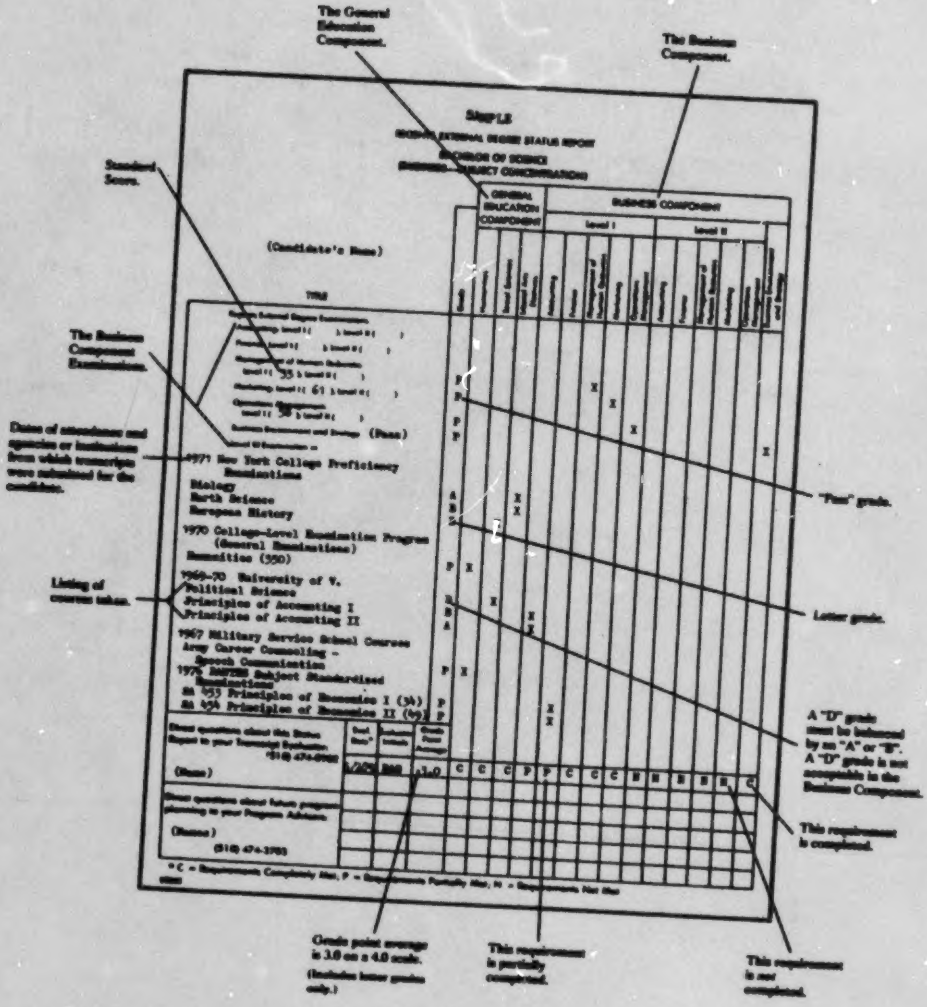
As indicated earlier, each Regents External Degree Examination has been designed to completely satisfy a particular Business Component requirement. The sample Status Report illustrates that the candidate completed Regents External Degree Examinations in Management of Human Resources (Level I), Operations Management (Level I), and Marketing (Levels I and II). By obtaining satisfactory scores, the candidate completely satisfied requirements as indicated on the Status

Report. As a result, additional courses or examinations in those areas are not required.

The candidate has satisfied one Level II requirement (Marketing). (See sample Status Report.) As indicated earlier, a candidate must satisfy all five academic areas on Level I and two on Level II. Thus, this candidate must complete additional Regents External Degree Examinations or request a waiver by submitting transcript credit. Since the passing of a Level II examination automatically waives a Level I requirement in that area, the candidate may elect to complete either the Accounting or Finance (Level II) examinations. If one of these examinations is successfully completed, it would not be necessary to complete additional work to satisfy the Level I requirement in that area. *Since all individuals are required to complete a Level III examination in one area, and since the passing of a Level III examination automatically waives the Levels I and II requirements in that area, the candidate may elect to complete either the Accounting or Finance (Level III) examination.* If the Finance Level III examination is successfully completed, for example, it would not be necessary to complete additional work to totally satisfy the Levels I and II requirements for that area.

The far right-hand column on the Status Report is for the business environment and strategy area requirement of the Business Component. The code letter "C" at the bottom of this column indicates that the candidate has satisfied the requirement by completing the Regents External Degree Examination. *When the degree requirements are met, the candidate will be notified of graduation.*

At the bottom of the actual Status Report are listed the names of the Transcript Evaluator and Program Advisor. Questions regarding the candidate's program may be directed to either. In general, the Transcript Evaluator will respond to queries about the Status Report and the status of the candidate's records on file in the Registrar's Office. Program Advisors will answer questions regarding the planning of a program to fulfill degree requirements.



SAMPLE

REGENTS EXTERNAL DEGREE STATUS REPORT

BACHELOR OF SCIENCE

(BUSINESS—SUBJECT CONCENTRATION)

GENERAL EDUCATION COMPONENT

BUSINESS COMPONENT

Level I

Level II

(Candidate's Name)

Regents External Degree Examinations

Management of Human Resources: Level I (55) Level II ( )

Marketing: Level I (61) Level II ( )

Operations Management: Level I (58) Level II ( )

Business Environment and Strategy (Pass)

1971 New York College Proficiency Examinations

Biology

Earth Science

European History

1970 College-Level Examination Program (General Examinations)

Humanities (550)

1969-70 University of V.

Political Science

Principles of Accounting I

Principles of Accounting II

1967 Military Service School Courses

Army Career Counseling - Speech Communication

1975 DANTES Subject Standardized Examinations

SA 453 Principles of Economics I (34)

SA 454 Principles of Economics II (49)

Direct questions about this Status Report to your Transcript Evaluator.

(518) 474-

(Name)

Direct questions about future program planning to your Program Advisor.

(Name)

(518) 474-3703

Grade Point Average 3.0

C C C P P C C C N N N N N C

* C = Requirements Completely Met, P = Requirements Partially Met, N = Requirements Not Met

The General Education Component.

The Business Component.

Standard Score.

The Business Component Examinations.

Dates of attendance and agencies or institutions from which transcripts were submitted for the candidate.

Listing of courses taken.

"Pass" grade.

Letter grade.

A "D" grade must be balanced by an "A" or "B". A "D" grade is not acceptable in the Business Component.

This requirement is completed.

Grade point average is 3.0 on a 4.0 scale. (Includes letter grades only.)

This requirement is partially completed.

This requirement is not completed.

Figure 18

STATUS REPORT
INFORMATION SHEET
B.S. (business) (SAC)

Complete To satisfy the total and/or distribution requirements of the General Education Component, you must complete an additional

_____ examination(s) or _____ semester course(s). Of this total, you must complete a minimum of _____ examination(s) or _____ semester course(s) in the humanities, _____ examination(s) or _____ semester course(s) in the social sciences/history. The remaining _____ examination(s) or _____ semester course(s) can be earned in any liberal arts area (nonbusiness-related), including the humanities, social sciences/history, or in natural sciences/mathematics.

_____ examination(s) or _____ semester course(s) in any liberal arts area (humanities, social sciences/history, natural sciences/mathematics).

_________ To satisfy the Business Component, the following requirements must be completed:

_____ The following Level I Area requirements:

_____ Accounting	_____ Marketing
_x_ Business Law	_____ Management of Human Resources
_x_ Finance	_____ Operations Management

_x_ The following Level II Area requirements:

One Area requirement selected from the five areas of Accounting, Finance, Management of Human Resources, Marketing, Operations Management which have not been satisfied.

_____ the Business Environment and Strategy Area requirement.

_x_ the one required Level II Examination selected from the five areas of Accounting (all 3 parts), Finance, Management of Human Resources, Marketing, Operations Management.

Table 5

APPROVED EXAMINATIONS FOR FULFILLING THE ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, BACHELOR OF ARTS, BACHELOR OF SCIENCE, AND THE GENERAL EDUCATION COMPONENT OF THE ASSOCIATE IN SCIENCE (nursing), ASSOCIATE IN APPLIED SCIENCE (nursing), BACHELOR OF SCIENCE (nursing) AND BACHELOR OF SCIENCE (business) REGENTS EXTERNAL DEGREE REQUIREMENTS, (CLASSIFIED BY LEVEL FOR BACCALAUREATE DEGREES).

CPE = New York College Proficiency Examinations*
REDE = Regents External Degree Examination*
AP = Advanced Placement (College Board) Examination
CLEP = College-Level Examination Program
DANTES = Defense Activity for Non-Traditional Education Support Test
GRE = Graduate Record Examination Advanced Test
UAP = Undergraduate Assessment Program Field Test
USAFI = United States Armed Forces Institute Test

Following is a list of proficiency tests presently available for fulfilling the Regents External Degree requirements. After that there appears a list of proficiency tests which have been discontinued, but which may still be counted toward Regents External Degree requirements, if completed in the past and if a transcript indicating passing grades is available.

CPE, REDE, AP, CLEP, GRE, and UAP Tests are listed alphabetically by the exact title of the examination under the subject area distribution. DANTES examinations (DSST's) are listed in numerical order according to subject area distribution. Therefore, the reader should check the entire list for each subject area.

The level of credit is indicated for each examination. This is of importance to Bachelor of Arts and Bachelor of Science candidates, mainly. Associate in Arts and Associate in Science level degree candidates do not need to be concerned with course levels in completing their degree requirements. However, associate candidates who are planning to earn a baccalaureate later may want to keep course levels in mind when they plan their programs.

In the Bachelor of Arts and Bachelor of Science degree programs, advanced level credit will be granted only in arts and science subjects. For all examinations listed in the elective category, beyond elementary level is the maximum level of credit which can be awarded. Bachelor of Arts candidates should note that all beyond elementary level, as well as advanced level credit required must be earned in arts and science subjects. Bachelor of Science candidates may apply up to 15 beyond elementary, but no advanced level, elective credits toward meeting their degree requirements.

Associate in Science (nursing), Associate in Applied Science (nursing), and Bachelor of Science (business) degree candidates should note that following is the list of examinations approved for fulfilling the *General Education Component* requirements of their degree programs. The list of examinations approved for fulfilling the *Nursing Component* and *Business Component* degree requirements can be found on the following pages: Associate in Science (nursing), page 101; Associate in Applied Science (nursing), page 101; Bachelor of Science (business)—General Business Option, pages 158-163; and Bachelor of Science (business)—Subject Area Concentration Option, pages 181-182.

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*Most of these examinations are available in states other than New York and in many countries throughout the world as ACT PEP tests. See page 22 for further details.

Key to Levels:

EL = Elementary Level
BE = Beyond Elementary Level
AD = Advanced Level
CO = Combination of all three levels

*Credit Levels for examinations labeled "CO"***

Examinations in Foreign Languages (MLA)***
(Battery A)

6 credits elementary
9 credits beyond elementary
9 credits advanced
Total: 24

Graduate Record Advanced Examinations (GRE)

12 credits elementary
12 credits beyond elementary
15 credits advanced
Total: 39

Undergraduate Assessment Program Field Tests (UAP)

12 credits elementary
12 credits beyond elementary
6 credits advanced
Total: 30

Humanities

PREPARED BY	AREA AND TITLE	CREDITS	LEVEL
CLEP	American Literature	6	BE
CLEP	Analysis & Interpretation of Literature	6	BE
CPE	Applied Music. Major Level	4	BE
CPE	Applied Music. Minor Level	2	EL
AP	Art	6	EL
AP	Classics	6	EL
CLEP	College Composition-Subject	6	EL
CPE	College Composition-	3	EL
CLEP	College French	6-12#	CO
CLEP	College German	6-12#	CO
CLEP	College Spanish	6-12#	CO
AP	English	6	EL
CLEP	English Composition-General	3	EL
CLEP	English Literature	6	BE
AP	French	6	EL
GRE	French	39	CO
UAP	French	30	CO
CLEP	Freshman English	6	EL
CPE	Freshman English	6	EL
AP	German	6	EL
GRE	German	39	CO
UAP	German	30	CO
CLEP	Humanities-General	6	EL
UAP	Literature	30	CO
GRE	Literature in English	39	CO
AP	Music	6	EL
GRE	Music	39	CO
UAP	Music	30	CO
GRE	Philosophy	39	CO
UAP	Philosophy	30	CO
CPE	Shakespeare	3	AD
AP	Spanish	6	EL
GRE	Spanish	39	CO
UAP	Spanish	30	CO

#6 credits for score of 40-49; 12 credits (6 elementary; 6 beyond elementary) for score of 50 or more.

Social Sciences/History

PREPARED BY	AREA AND TITLE	CREDITS	LEVEL
CPE	Afro-American History	6	BE
CLEP	Afro-American History	3	EL
CLEP	American Government	3	EL
CPE	American History	6	EL
AP	American History	6	EL
CLEP	American History	6	EL
CLEP	Behavioral Sciences for Nurses##	6	EL
GRE	Economics	39	CO
CPE	Educational Psychology	3###	BE
CLEP	Educational Psychology	3	BE
AP	European History	6	EL
CLEP	General Psychology	3	EL
GRE	Geography	39	CO
UAP	Geography	30	CO
GRE	History	39	CO
UAP	History	30	CO
CPE	History of American Education	3	AD
CLEP	History of American Education	3	BE
CLEP	Human Growth & Development	3	BE
CLEP	Introductory Economics	6△	EL
CLEP	Introductory Macroeconomics	3△	EL
CLEP	Introductory Microeconomics	3△	EL
CLEP	Introductory Micro- & Macro- Economics	3△	EL
GRE	Political Science	39	CO
UAP	Political Science	30	CO
GRE	Psychology	39	CO
UAP	Psychology	30	CO

**Use of electives to satisfy course level requirements is restricted; consult specific degree requirements.

***The REDE (MLA) Foreign Language Examinations were offered for the last time in February 1980.

CLEP	Social Sciences/ History-General	6	EL
GRE	Sociology	39	CO
CLEP	Sociology (Introductory)	6	EL
CLEP	Western Civilization	6	EL

May be used only as an elective in the General Education Component of the A.A.S. and the B.S. (nursing) degrees. May *not* be used in the A.S. (nursing) degree.

Exams taken up to October 1972 were 6-credit exams; thereafter, 3-credit exams were given.

△The Business Faculty Committee has determined a maximum of six (6) credits will be accepted in the business-related area of economics toward satisfying the total semester hours and core requirements of the Business Component of the B.S. (business)—GBO degree. The Committee will accept more than six credits in economics toward satisfaction of the total semester hours and advanced level requirements upon approval of the Transcript Subcommittee.

Natural Sciences/Mathematics[1]

PREPARED BY	AREA AND TITLE	CREDITS	LEVEL
CPE	Anatomy & Physiology	6	EL
CLEP	Anatomy-Physiology-Microbiology	6	EL
AP	Biology	6	EL
CLEP	Biology	6	EL
GRE	Biology	39	CO
UAP	Biology	30	CO
CLEP	Calculus with Elementary Functions	3 △△	EL
AP	Chemistry	6	EL
CLEP	Chemistry, General	6	EL
GRE	Chemistry	39	CO
UAP	Chemistry	30	CO
CLEP	College Algebra	3 △△	EL
CLEP	College Algebra & Trigonometry	3 △△	EL
GRE	Computer Science	39	CO
CPE	Earth Science	6	BE
GRE	Geology	39	CO
UAP	Geology	30	CO
CLEP	Introductory Calculus	6 △△	EL
CLEP	Introductory Calculus with Analytical Geometry	6 △△	EL
AP	Mathematics	6 △△	EL
GRE	Mathematics	39 △△	CO
CLEP	Mathematics-General	6 △△	EL
CLEP	Microbiology	3	BE
CLEP	Natural Sciences- General	6	EL
AP	Physics	6	EL
GRE	Physics	39	CO
UAP	Physics	30	CO
CLEP	Statistics	3△△	EL
CLEP	Trigonometry	3△△	EL

△△ A maximum of six (6) credits will be accepted in business-related courses in the areas of mathematics and statistics toward satisfying the total semester hour and core requirements of the Business Component of the B.S. (business)-GBO degree. The Committee will accept more than six credits in statistics toward satisfaction of the total semester hours and advanced level requirements upon approval of the Transcript Subcommittee: however, no additional credit in mathematics can be used to satisfy the advanced level or total semester requirement. All additional mathematics credits will be listed in the General Education Component.

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[1] Bachelor of Science (business) degree candidates may use these examinations to satisfy their Liberal Arts Electives requirements.

Electives[2] [3] [4]

PREPARED BY	AREA AND TITLE	CREDITS	LEVEL
CLEP	Accounting (Introductory)	6	EL
CPE	Adult Nursing +	12 ◇	BE
UAP	Business	30	CO + +
REDE	Business-Accounting (Level I)	6	EL
REDE	Business-Accounting (Level II)	9	BE + + +
REDE	Business-Accounting (Level III)	12	BE + + +
REDE	Business-Business Environment & Strategy	6	BE + + +

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[2] With regard to the associate degrees in nursing, these examinations may be applied to the Associate in Applied Science (A.A.S.) (nursing) degree, but not to the Associate in Science (A.S.) (nursing) degree.

[3] Bachelor of Science (nursing) degree candidates may use these examinations, except those noted ◇, as Unrestricted Electives.

[4] With regard to the Bachelor of Science (business) degrees, these examinations may be applied to the General Education Component of the General Business Option as Unrestricted Electives, but not to the General Education Component of the Subject Concentration Option.

+Formerly called Medical-Surgical Nursing.

◇ This examination may not be used in the B.S. (nursing) degree program.

+ + Advanced level credit will be granted for examinations in arts and science subjects. For all examinations listed in the elective category this credit will be counted toward only the beyond elementary level requirement of the Bachelor of Science Degree. (If the UAP Business is used toward satisfying the Core Requirements for the B.S. (business)—General Business Option, all credits are at the elementary level.) Also, this examination satisfies all Core Requirements except Operations Management, Business Policy, and Mathematics.

+ + +If used toward satisfying requirements in the professional Component of the B.S. (business) degree, all credit is at the advanced level (AD).

PREPARED BY	AREA AND TITLE	CREDITS	LEVEL
REDE	Business-Finance (Level I)	9	EL
REDE	Business-Finance (Level II)	9	BE+++
REDE	Business-Finance (Level III)	12	BE+++
REDE	Business-Management of Human Resources (Level I)	6	EL
REDE	Business-Management of Human Resources (Level II)	9	BE+++
REDE	Business-Management of Human Resources (Level III)	12	BE+++
REDE	Business-Marketing (Level I)	3	EL
REDE	Business-Marketing (Level II)	9	BE+++
REDE	Business-Marketing (Level III)	12	BE+++
REDE	Business-Operations Management (Level I)	9	EL
REDE	Business-Operations Management (Level II)	9	BE+++
REDE	Business-Operations Management (Level III)	12	BE+++
CLEP	Chemistry (Clinical)	6	EL
CLEP	Computer Programming. Elementary: Fortran IV	3	EL
CLEP	Computers and Data Processing	3	EL
CPE	Corrective & Remedial Instruction in Reading	9◇◇	BE++
CPE	Criminal Investigation	3	BE
CLEP	Dental Materials	2◇◇◇	EL
CPE	Diagnosis & Remediation of Reading Problems	6◇◇	BE++
GRE	Education	39	CO++
UAP	Education	30	CO++
GRE	Engineering	39	CO++
UAP	Engineering	30	CO++
CPE	Fundamentals of Nursing	10	EL++++
CLEP	Fundamentals of Nursing	6	EL++++
CLEP	Head. Neck & Oral Anatomy	2◇◇◇	EL
CLEP	Hematology	6	EL
CLEP	Immunohematology & Blood Banking	6	EL
CPE	Intermediate Typewriting	3	BE####
CLEP	Intro. to Business Management	3	EL
CPE	Intro. to Criminal Justice	3	EL
CLEP	Introductory Business Law	3	EL
CLEP	Introductory Marketing	3	EL
CPE	Introductory Typewriting	3	EL
CPE	Maternal & Child Nursing (Associate Level)	6	BE++++
CPE	Maternal & Child Nursing (Baccalaureate Level)	12 ◇	BE
CLEP	Medical-Surgical Nursing	6	BE++++
CLEP	Money & Banking	3	EL
REDE	Nursing-Clinical Performance	8	BE
REDE	Nursing-Commonalities in Nursing Care: Area I	4	EL
REDE	Nursing-Commonalities in Nursing Care: Area II	4	EL
REDE	Nursing-Differences in Nursing Care: Area I	4	BE
REDE	Nursing-Differences in Nursing Care: Area II	4	BE
REDE	Nursing-Differences in Nursing Care: Area III	4	BE
REDE	Nursing-Health Assessment & Teaching Performance Examination	8	BE
	Health Assessment	(6)	(BE)
	Teaching Performance	(2)	(BE)
REDE	Nursing-Health Restoration I (Baccalaureate)	4	BE
REDE	Nursing-Health Restoration II (Baccalaureate)	4	BE
REDE	Nursing-Health Support I (Baccalaureate)	4	BE
REDE	Nursing-Health Support II (Baccalaureate)	4	BE
REDE	Nursing-Nursing Health Care	4	EL
REDE	Nursing-Occupational Strategy	4	EL
REDE	Nursing-Professional Performance (Baccalaureate)	12	BE
REDE	Nursing-Professional Strategies (Baccalaureate)	4	BE
CLEP	Oral Radiography	2◇◇◇	EL
UAP	Physical Education	30	CO++
CPE	Psychiatric-Mental Health Nursing	6◇	BE
CPE	Reading Instruction in the Elementary School	6	BE++
CLEP	Tests & Measurements	3	EL
CLEP	Tooth Morphology & Function	2◇◇◇	EL

◇ This examination may not be used in the B.S. (nursing) degree program.

◇◇ Graduate-level examinations

Regents External Degree candidates who do not already have credit in Introductory Typewriting will be granted a total of 6 credits if they successfully complete Intermediate Typewriting.

++ Advanced level credit will be granted only for examinations in arts and science subjects. For all examinations listed in the elective category this credit will be counted toward only the beyond elementary level requirement of the Bachelor of Science Degree.

+++ If used toward satisfying requirements in the Professional Component of the B.S. (business) Degree all credit is at the advanced level (AD).

++++ This examination may be used as an unrestricted elective in the B.S. (nursing) degree program.

◇◇◇ Passing score is 50 for these examinations.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) AND UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS

The United States Armed Forces Institute (USAFI), formerly a U.S. Department of Defense organization, up to June 1974 offered many examinations, including the General Educational Development (GED)—College-Level Examinations, Subject Standardized Tests, End-of-Course Tests, and Subject Examinations, which can be used to fulfill many Regents External Degree requirements. Currently the Defense Activity for Non-Traditional Education Support (DANTES) provides many of USAFI's testing activities, including the (CLEP) and General and Subject Examinations and the former USAFI Subject Standardized Tests.

DANTES Subject Standardized Tests (DSST's) with prefixes of SA or SB have as a minimum passing score a rating of 20. Starting in the summer of 1979, newly revised DSST's bearing a prefix of SC or SD were introduced and have as a minimum passing score a standard score which is different for each test. Although the titles of the DSST's are changing, tests which are offered by DANTES and approved by the American Council on Education (ACE) will be recognized for credit by the Regents External Degree Program.

Further information on DANTES may be found in the "Ways of Earning Credit" section of the General Information portion of this catalog.

Table 6
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) EXAMINATIONS

TYPE	AREA AND TITLE	CREDITS	LEVEL
	Humanities		
SC/SD579	Beginning German I	4	EL
SA585	Beginning Italian I	3	EL
SA586	Beginning Italian II	3	EL
	Social Sciences/History		
SC/SD453	Principles of Economics I	3#	EL
SA462	History of the American Negro	3	EL
SA488	Psychology of Adjustment	3	BE
SC/SD491	Educational Psychology	3	BE
SB498	Criminology	3	EL
	Natural Sciences/Mathematics		
SC/SD424	Intermediate College Algebra	3#	EL
SB433	Basic Statistics	3#	EL
SC/SD435	Plane Trigonometry	3#	EL
SC/SD440	Calculus I	4#	EL
SA441	Calculus II	4#	EL
SC/SD445	Differential Equations	3#	AD
SA/SC/SD446	Linear Algebra	3#	AD
SB500	Astronomy	3	BE
SA505	General Geophysics	3	AD
SA510	Oceanography	3	BE
SC/SD512	Principles of Physical Science I	3	EL
SB517	College Physics I	3	EL
SB518	College Physics II	3	EL
SC/SD519	Geology I	3	BE
SA550	Climatology Meterology	3	BE
	Electives[1]		
SC/SD525	Principles of Financial Accounting	3	EL
SA533	Business Law I	3	EL
SC/SD539	Introduction to Management	3	EL
SC/SD543	Introduction to Business	3	EL
SB546	Risk and Insurance	3	EL
SC/SD549	Basic Marketing	3	EL
SA568	Introduction to Forestry	3	EL
SA785	Electrical Measuring Instruments	3	EL
SA788	Introduction to Electronics I	3	EL
SA789	Introduction to Electronics II	3	EL

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[1] With regard to the associate degrees in nursing, DANTES electives may be applied to the Associate in Applied Science (A.S.S.) (nursing) degree, but not to the Associate in Science (A.S.) (nursing) degree.

#A maximum of six (6) credits will be accepted in business-related courses in the areas of mathematics, statistics, and economics toward satisfying the total semester hour and core requirements of the Business Component. The Committee will accept more than six credits in economics and statistics toward satisfaction of the total semester hour and advanced level requirements upon approval of the Transcript Subcommittee; however, no additional credit in mathematics can be used to satisfy the advanced level or total semester requirement. All additional mathematics and statistics credits will be listed in the General Education Component.

DISCONTINUED PROFICIENCY EXAMINATIONS

Several proficiency examinations are no longer offered. A list of these follows. Full candidate records are maintained, however, for those who have taken CPE's, UAP tests, or MLA Examinations, and requests for reporting of scores from past administrations may be made in the same way as for current examinations. The Regents External Degree Program will accept toward its specific degree requirements, CLEP, USAFI and DANTES proficiency examinations which have been discontinued, provided formal transcripts are available from the respective testing agencies. See pages 196-199.

Individuals or institutions desiring information regarding examinations not listed in this catalog should write directly to:

Regents External Degrees
College Proficiency Examination Program
Cultural Education Center, Room 5D45
Albany, New York 12203

Table 7
DISCONTINUED PROFICIENCY EXAMINATIONS

	AREA[1]	CREDITS	LEVEL
College-Level Examination Program (CLEP)			
Geology	NS/M	6	BE
College Proficiency Examinations (CPE)			
American Literature: Beginning to the Civil War (5-5-78)*	Hu	3	BE
American Literature: Civil War to Present (5-5-78)	Hu	3	BE
Philosophy of Education (5-5-78)	Hu	6	AD
European History (5-5-78)	SS/Hi	6	EL
Biology (5-5-78)	NS/M	6	EL
Health Education 1: Personal Health-Physical Aspects (2-2-79)	E	12	CO**
Health Education 2: Personal Health-Emotional Social Aspects (2-2-79)	E	12	CO**
Health Education 3: Public Environmental Health (2-2-79)	E	12	CO**

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[1] The Areas are: Hu=Humanities; SS/Hi=Social Sciences/History; NS/M=Natural Sciences/Mathematics E=Electives.

*The date in parenthesis following examinations is the date of discontinuance.

**Each CPE in Health Education earns: 4 credits elementary
4 credits beyond elementary
4 credits advanced
12 Total

	AREA[1]	CREDITS	LEVEL
Modern Language Association Tests (MLA)			
French (Battery A): (2-8-80)*	Hu	24	CO***
French (Battery B):			
Applied Linguistics	Hu	3	BE
Civilization & Culture	SS/Hi	3	BE
Professional Preparation (Teaching Methods)	E	3	BE
German (Battery A): (2-8-80)	Hu	24	CO***
German (Battery B): (2-8-80)			
Applied Linguistics	Hu	3	BE
Civilization & Culture	SS/Hi	3	BE
Professional Preparation (Teaching Methods)	E	3	BE
Italian (Battery A): (2-8-80)	Hu	24	CO***
Italian (Battery B): (2-8-80)			
Applied Linguistics	Hu	3	BE
Civilization & Culture	SS/Hi	3	BE
Professional Preparation (Teaching Methods)	E	3	BE
Russian (Battery A): (2-8-80)	Hu	24	CO***
Russian (Battery B): (2-8-80)			
Applied Linguistics	Hu	3	BE
Civilization & Culture	SS/Hi	3	BE
Professional Preparation (Teaching Methods)	E	3	BE
Spanish (Battery A): (2-8-80)	Hu	24	CO***
Spanish (Battery B): (2-8-80)			
Applied Linguistics	Hu	3	BE
Civilization & Culture	SS/Hi	3	BE
Professional Preparation (Teaching Methods)	E	3	BE
Undergraduate Assessment Program Field Tests (UAP)			
Art History (8-3-79)	Hu	30	CO****
Drama and Theatre (8-3-79)	Hu	30	CO****
Economics (8-3-79)	SS	30	CO****
Scholastic Philosophy (8-3-79)	Hu	30	CO****
Sociology (2-2-79)	SS	30	CO****
Speech Pathology and Audiology (2-2-79)	E	30	CO****

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[1] The Areas are: Hu=Humanities; SS/Hi=Social Sciences/History; NS/M=Natural Sciences/Mathematics E=Electives.

*The date in parenthesis following examinations is the date of discontinuance.

***Each Battery A Examination earns:
6 credits elementary
9 credits beyond elementary
9 credits advanced
24 Total

****Each UAP Field Test earns:
12 credits elementary
12 credits beyond elementary
6 credits advanced
30 Total

Table 8

DISCONTINUED DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) AND UNITED STATES ARMED FORCES INSTITUTE (USAFI) EXAMINATIONS

Discontinued DANTES Examinations

TYPE	TITLE	AREA*	CREDITS	LEVEL**
SB 404	Survey of English Literature I	HU	3	BE
SB 405	Survey of English Literature II	HU	3	BE
SA 408	Survey of American Literature I	HU	3	BE
SA 409	Survey of American Literature II	HU	3	BE
SA 424	Intermediate College Algebra	NS/M	3#	EL
SA/SB 425	College Algebra	NS/M	3#	EL
SA 433	Basic Statistics	NS/M	3#	EL
SA 435	Plane Trigonometry	NS/M	3#	EL
SA 440	Calculus I	NS/M	4#	EL
SA 445	Differential Equations	NS/M	3#	AD
SA 446	Linear Algebra	NS/M	3#	AD
SA/SB 453	Principles of Economics I	SS	3#	EL
SB 454	Principles of Economics II	SS	3#	EL
SB 457	History of Western Civilization to 1500	SS	3	EL
SB 458	History of Western Civilization Since 1500	SS	3	EL
SA 467	History of Modern East Asia	SS	3	BE
SA 468	History of Southeast Asia	SS	3	BE
SA 471	History of Africa	SS	3	BE
SA 472	Problems of Contemporary Latin America	SS	3	BE
SA 481	Modern European Governments	SS	3	BE
SA 482	Modern Asian Governments	SS	2	BE
SA 491	Educational Psychology	SS	3	BE
SA 494	General Anthropology	SS	3	EL
SA 497	Introduction to Law Enforcement	E[1]	3	EL
SB 512	Principles of Physical Science I	NS/M	3	EL
SA 514	College Chemistry I	NS/M	3	EL
SA 515	College Chemistry II	NS/M	3	EL
SA 519	Geology I	NS/M	3	EL
SA 520	Geology II	NS/M	3	EL
SA 525	Principles of Accounting I	E[1]	3	EL
SB 533	Business Law I	E[1]	3	EL
SA 534	Business Law II	E[1]	3	EL
SA 535	Introduction to Data Processing	E[1]	2	EL
SA 539	Principles of Management	E[1]	3	EL
SA 543	Introduction to Business	E[1]	3	EL
SA 544	Personnel Management	E[1]	3	EL
SA 546	Risk and Insurance	E[1]	3	EL
SA 547	Introduction to Real Estate	E[1]	3	EL
SA 548	Money and Banking	E[1]	3	EL
SA 549	Marketing	E[1]	3	EL
SA 560	Introduction to Education	E[1]	3	EL
SA 561	History and Philosophy of Education	SS	3	BE
SA 562	Principles of Guidance	E[1]	3	BE
SA 577	Beginning French 1	HU	3	EL
SA 578	Beginning French 2	HU	3	EL
SA 579	Beginning German 1	HU	3	EL
SA 580	Beginning German 2	HU	3	EL
SA 583	Beginning Spanish 1	HU	3	EL
SA 584	Beginning Spanish 2	HU	3	EL
SA 740	Auto Mechanics I	E[1]	3	EL
SA 741	Auto Mechanics 2	E[1]	3	EL
SA 756	Introduction to Carpentry	E[1]	3	EL
SA 781	Fundamentals of Electricity	E[1]	2	EL
SB 794	Introduction to Diesel Engines I	E[1]	3	EL
SB 795	Introduction to Diesel Engines 2	E[1]	3	EL

TYPE	TITLE	AREA*	CREDITS	LEVEL**
SA 810	Technical Mathematics 1	E[1]	5	EL
SA 811	Technical Mathematics 2	E[1]	5	EL
SA 820	Technical Writing	HU	3	EL
SB 885	Principles of Radio	E[1]	3	EL
SA 890	Radio Servicing	E[1]	4	EL
SA 891	Television Servicing	E[1]	4	EL
SA 936	Introduction to Refrigeration	E[1]	4	EL
SA 960	Introduction to Quality Control	E[1]	3	BE

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*Areas are: HU = Humanities;
SS = Social Science/History;
NS/M = Natural Science/Mathematics;
E = Electives

**Levels are: EL = Elementary
BE = Beyond Elementary
AD = Advanced

#A maximum of six (6) credits will be accepted in business-related courses in the areas of mathematics and statistics toward satisfying the total semester hour and core requirements of the Business Component of the B.S. (business)—GBO degree. The Committee will accept more than six credits in statistics toward satisfaction of the total semester hours and advanced level requirements upon approval of the Transcript Subcommittee; however, no additional credit in mathematics can be used to satisfy the advanced level or total semester requirement. All additional mathematics credit will be listed in the General Education Component. In the economics field most credits beyond micro- and macroeconomics are classified as general education credits unless they have a definite business emphasis which has been approved by faculty committee.

[1] DANTES electives may be applied to the Associate in Applied Science (A.A.S.) (nursing) degree, but not to the Associate in Science (A.S.) (nursing) degree. DANTES electives may also be applied to the Unrestricted Electives in the General Education Component of the B.S. (nursing).

Discontinued USAFI Examinations[2]

TYPE	TITLE	AREA*	CREDITS	LEVEL**
GED	Expression	HU	3	EL
GED	Literary Materials	HU	6	EL
GED	Social Sciences	SS	6	EL
GED	Natural Science	NS/M	6	EL
SA 400	English Composition I	HU	3	EL
SA 401	English Composition II	HU	3	EL
SA 404	Survey of English Literature I	HU	3	BE
SA 405	Survey of English Literature II	HU	3	BE
SA 415	Speech I	HU	2	EL
SA 416	Speech II	HU	2	EL
SA 424	Intermediate College Algebra	NS/M	3#	EL
SA 425	College Algebra	NS/M	3#	EL
SB 425	College Algebra (Modern)	NS/M	3#	EL
SA 430	Analytical Geometry	NS/M	3#	EL
SA 433	Basic Statistics	NS/M	3#	EL
SA 435	Plane Trigonometry	NS/M	2#	EL
SA 440	Calculus I	NS/M	4#	EL
SA 441	Calculus II	NS/M	4#	EL
SA 442	Analytical Geometry and Calculus I	NS/M	4#	EL
SA 443	Analytical Geometry and Calculus II	NS/M	4#	EL
SA 444	Analytical Geometry and Calculus III	NS/M	4#	EL
SA 445	Differential Equations	NS/M	3#	AD
SA 446	Linear Algebra	NS/M	3#	AD
SA 453	Principles of Economics I	SS	3#	EL
SA 454	Principles of Economics II	SS	3#	EL
SA 455	History of the U.S. I	SS	3	EL
SA 456	History of the U.S. II	SS	3	EL
SA 457	History of Civilization I	SS	3	EL
SA 458	History of Civilization II	SS	3	EL
SA 459	Modern European History I	SS	3	EL
SA 460	Modern European History II	SS	3	EL
SA 463	Russian History I	SS	3	BE

TYPE	TITLE	AREA*	CREDITS	LEVEL**
SA 464	Russian History II	SS	3	BE
SA 465	Latin American History I	SS	3	BE
SA 466	Latin American History II	SS	3	BE
SA 467	History of Modern East Asia	SS	3	BE
SA 468	History of Southeast Asia	SS	3	BE
SA 469	History of the Middle East	SS	3	BE
SA 471	History of Africa	SS	3	BE
SA 472	Problems of Contemporary Latin America	SS	3	BE
SA 475	American Government I	SS	3	EL
SA 476	American Government II	SS	3	EL
SA 479	International Relations	SS	3	BE
SA 481	Modern European Governments	SS	3	BE
SA 482	Modern Asian Governments	SS	2	BE
SA 485	General Psychology	SS	3	EL
SA 488	Psychology of Personality & Adjustment	SS	3	BE
SA 495	Introductory Sociology	SS	3	EL
SA 496	Sociology II (Social Problems)	SS	3	EL
SA 497	Introduction to Law Enforcement	SS	3	EL
SA 498	Criminology	SS	3	EL
SB 498	Criminology	SS	3	EL
SA/SB 500	Astronomy	SS	3	BE
SA/SB 503	College Biology I	NS/M	3	EL
SA/SB 504	College Biology II	NS/M	3	EL
SA 507	Hygiene (Health and Living)	E^3	3	EL
SA 510	Oceanography	NS/M	3	BE
SA 512	Survey of Physical Science I	NS/M	3	EL
SA 513	Survey of Physical Science II	NS/M	3	EI
SA 514	College Chemistry I	NS/M	3	EL
SA 515	College Chemistry II	NS/M	3	EL
SA/SB 517	College Physics I	NS/M	3	EL
SA 518	College Physics II	NS/M	3	EL
SA 519	Geology I	NS/M	3	BE
SA 520	Geology II	NS/M	3	BE
SA 521	College Geography I (Physical)	SS	3	EL
SA 522	College Geography II (Cultural)	SS	3	EL
SA 523	Elements of Geography	SS	3	EL
SA 525	Principles of Accounting I	E^3	3	EL
SA 526	Principles of Accounting II	E^3	3	EL
SA 527	Intermediate Accounting	E^3	6	EL
SA/SB 533	Business Law I	E^3	3	EL
SA 534	Business Law II	E^3	3	EL
SA 535	Introduction to Data Processing	E^3	2	EL
SA 539	Principles of Management	E^3	3	EL
SA 543	Introduction to Business	E^3	2	EL
SB 543	Introduction to Business	E^3	3	EL
SA 545	Office Management	E^3	3	EL
SA 546	Risk and Insurance	E^3	3	EL
SA 549	Basic Marketing	E^3	3	EL
SA 575	Beginning Latin I	HU	3	EL
SA 576	Beginning Latin II	HU	3	EL
SA 577	Beginning French I	HU	3	EL
SA 578	Beginning French II	HU	3	EL
SA 579	Beginning German I	HU	3	EL
SA 580	Beginning German II	HU	3	EL
SA 581	Beginning Russian I	HU	3	EL
SA 582	Beginning Russian II	HU	3	EL
SA 583	Beginning Spanish I	HU	3	EL
SA 584	Beginning Spanish II	HU	3	EL
SA 585	Beginning Italian I	HU	3	EL
SA 586	Beginning Italian II	HU	3	EL
SA 700	General Aeronautics	E^3	3	EL
SA 710	Jet Aircraft Engines	E^3	2	EL
SA 769	Introduction to Mechanical Drawing I	E^3	3	EL
SA 770	Introduction to Mechanical Drawing II	E^3	3	EL
SA 788	Introduction to Electronics I	E^3	3	EL
SA 789	Introduction to Electronics II	E^3	3	EL
SA 794	Introduction to Diesel Engines I	E^3	3	EL

TYPE	TITLE	AREA*	CREDITS	LEVEL**
SA 795	Introduction to Diesel Engines II	E[3]	3	EL
SA 810	Technical Mathematics I	E[3]	3	EL
SA 811	Technical Mathematics II	E[3]	3	EL
SA 820	Technical Writing	HU	3	EL
SA 885	Fundamentals of Radio	E[3]	3	EL
SA 887	Intermediate Radio	E[3]	3	EL
SA 890	Radio Servicing	E[3]	4	EL
SA 891	Television Servicing	E[3]	4	EL
SA 893	Introduction to Television I	E[3]	3	EL
SA 894	Introduction to Television II	E[3]	3	EL
SA 936	Introduction to Refrigeration	E[3]	3	EL
SA 960	Introduction to Quality Control	E[3]	3	EL

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*Areas are: HU = Humanities;
SS = Social Science/History;
NS/M = Natural Science/Mathematics;
E = Electives

**Levels are: EL = Elementary
BE = Beyond Elementary
AD = Advanced

[2] All USAFI examinations listed were administered prior to May 1974. See preceding pages for those Subject Standardized Tests currently available through DANTES.

#A maximum of six (6) credits will be accepted in business-related courses in the areas of mathematics and statistics toward satisfying the total semester hour and core requirements of the Business Component of the B.S. (business)—GBO degree. The Committee will accept more than six credits in statistics toward satisfaction of the total semester hour and advanced level or total semester requirements. All additional mathematics credit will be listed in the General Education Component. In the economics field most credits beyond micro- and macroeconomics are classified as general education credits unless they have a definite business emphasis which has been approved by faculty committee.

[3] USAFI electives may be applied to the Associate in Applied Science (A.A.S.) (nursing) degree, but not to the Associate in Science (A.S.) (nursing) degree. USAFI electives may also be applied to the Unrestricted Electives in the General Education Component of the B.S. (nursing).

Appropriate End-of-Course Tests and Subject Examinations administered by USAFI or DANTES can be used to satisfy the requirements of the Bachelor of Arts or Bachelor of Science Degree. Since the titles of these examinations are similar to the titles of the Subject Standardized Examinations, one should use the list of Subject Standardized Examinations presented earlier as a guide in classifying the End-of-Course and Subject Examinations in the subject matter areas of humanities, social sciences, natural sciences, mathematics, and electives. The same list should also be used as a guide to determine the level of the End-of Course and Subject Examinations in terms of being elementary, beyond elementary, or advanced. Credit is allowed for these examinations in accordance with the recommendations established by the American Council on Education.

PART II: THE REGENTS CREDIT BANK

The Regents Credit Bank is an evaluation and transcript service for individuals who are interested in consolidating their academic records for employment or education purposes, or in having an official statement of personal accomplishments. *Those who use the Credit Bank generally do not plan to enroll in a degree program.* The Regents Credit Bank will evaluate the same education achievements that are recognized toward an external degree; consequently, individuals enrolling in a degree automatically receive the Regents Credit Bank service. Evaluations and transcript services for a two-year period accompany membership in the Credit Bank.

The Regents Credit Bank may be extremely useful to military personnel and recent veterans who want to have their military educational experiences translated into college credits. Individuals who have atttended several educational institutions may find it more convenient to consolidate their educational accomplishments on one consistent and cumulative transcript for easy reference for themselves and for employers or college officials when applying for admission to a college or for employment. Other advantages of the Regents Credit Bank services will become apparent as people use them to meet numerous individual needs. *Persons enrolling in a Regents External Degree need not enroll in the Regents Credit Bank and should not do so.*

All of the following educational experiences will be evaluated, in accordance with the academic standards and policies established by the faculty of the Regents External Degrees:

1. College courses taken for degree credit from regionally accredited colleges and universities, completed either on campus or through correspondence;
2. Proficiency examinations (See page 188 for a list of these examinations);
3. Military service school courses, tests and occupational specialties evaluated and recommended for college credit;
4. Special Assessment of knowledge gained from experience, independent study, or other nontraditional approaches to education;
5. Noncollegiate sponsored instruction which has been evaluated and recommended for college credit by the New York State Education Department's Office on Noncollegiate Sponsored Instruction, by the American Council on Education, by the Consortium of California State University and Colleges, or by the Pennsylvania Department of Education;
6. Federal Aviation Administration (FAA)—formerly Civil Aeronautics Administration (CAA)—Airman's Certificates; and,
7. A combination of these ways.

ALL INDIVIDUALS INTERESTED IN THE CREDIT BANK SHOULD READ THE "WAYS OF EARNING CREDIT" SECTION OF THIS CATALOG FOR SPECIFIC INFORMATION CONCERNING THE ABOVE. SEE PAGES 16-47.

HOW THE REGENTS CREDIT BANK WORKS

1. To participate in the Regents Credit Bank, an individual should complete and forward an official enrollment form directly to the Regents External Degree Program. A nonrefundable check or money order in the amount of $125 must accompany the enrollment form. Enrollees are entitled to an unlimited number of evaluations and transcripts over a two-year period. There is a $50 *Annual* Records Maintenance Fee for which an enrollee is billed each year after the initial two-year period of enrollment. The enrollment form may be obtained from: Regents Credit Bank, The University of the State of New York, Cultural Education Center, Room 5D45, Albany, NY 12230.
2. Upon official notification of enrollment in the Regents Credit Bank, the enrollee should request official transcripts from colleges and testing agencies, and other official documentation, such as DD295 or DD214, be forwarded to the Regents External Degree Registrar. See the "Ways of Earning Credit" section of this catalog for directions on submitting transcripts.
3. All transcripts and other official records will be evaluated and credit recommendations will be recorded on the transcript of The University of the State of New York in accordance with the academic standards and policies established by the faculty of the Regents External Degree Program. Only those courses or examinations that the enrollee wishes to appear on the transcript will be recorded and kept on file. A "student copy" of the transcript will be forwarded to the Regents Credit Bank member after each evaluation. In this way, enrollees will know exactly what has been evaluated and how it appears on the official transcript.
4. Enrolled members can request that transcripts be forwarded to an institution, agency, business, or individual at any time. Members will receive a "Transcript Request Form" when they enroll in order to request a transcript when needed. Each time a "Transcript Request Form" is received, the Registrar will issue an official transcript to the designated institution, agency, business or individual, and will automatically send another "Transcript Request Form" to the enrollee (for future use), with the notice that the transcript has been forwarded as requested.
5. Regents Credit Bank members interested in applying for a Special Assessment should contact the Regents External Degree office for information on the process and the necessary application. An explanation of Special Assessment appears in the "Ways of Earning Credit" section of this catalog.
6. Non-credit work will also be listed on the Credit Bank transcript, if desired. Such non-credit work will appear with a disclaimer to the effect that it does not count toward satisfying any requirements of the Regents External Degrees.

PART III: THE NEW YORK COLLEGE PROFICIENCY EXAMINATIONS AND THE REGENTS EXTERNAL DEGREE EXAMINATIONS

INTRODUCTION: AN OVERVIEW

The New York College Proficiency Examination Program is a college-level testing program offering examinations in a wide variety of subjects. The examinations may be taken by anyone to validate knowledge gained outside of the formal college classroom, primarily for the purpose of earning college credits, but also for satisfying teacher certification or Regents External Degree requirements, for job-related reasons, or for personal satisfaction. After counsel with college faculty and administrators, the Board of Regents of The University of the State of New York established the College Proficiency Examination Program to provide a means for the many people who acquire college-level knowledge and abilities in unconventional ways to earn college credit for what they know. The Regents External Degree Examinations grew out of the College Proficiency Examination Program.

The Ford Foundation's Fund for the Advancement of Education underwrote the beginnings of the program and, in 1963, the first College Proficiency Examinations were administered to 200 candidates. Since that time the College Proficiency Program and the credit-by-examination concept have grown steadily. New faculty-developed examinations have been added and now College Proficiency Examinations are available in more than thirty college subjects in the arts and sciences, education, criminal justice, and nursing. Over 145,000 College Proficiency and Regents External Degree Examinations have been administered, and colleges and universities in New York and other states have granted more than 220,000 course credits for satisfactory College Proficiency Examination grades.

The success of College Proficiency Examinations in demonstrating that individuals can meet high academic standards without formal classroom preparation led, in 1970, to the establishment of the Regents External Degree Program. This program is designed to enable an individual who has knowledge equivalent to that of a college or university degree recipient to earn an undergraduate degree, regardless of how the person has prepared. Regents External Degrees are based on the principles and experience of the College Proficiency Examination Program, particularly in the reliance on requirements and examinations developed by representative college faculty members. Although Regents External Degree Examinations are intended primarily to meet Regents External Degree requirements, they are generally developed and formed in the same fashion as are College Proficiency Examinations. They can also be used to obtain course credit or advanced placement at colleges and universities.

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COLLEGE PROFICIENCY AND REGENTS EXTERNAL DEGREE EXAMINATIONS NOW OFFERED NATIONALLY AND AT MILITARY BASES WORLDWIDE

College Proficiency and Regents External Degree Examinations are expanding educational opportunities for the nontraditional learner. Many other states have endorsed the educational and economic benefits of these programs. Besides being offered four times a year in New York State, most College Proficiency and Regents External Degree Examinations are now administered around the world as American College Testing Program Proficiency Examination Program (ACT PEP) tests, under the auspices of the American College Testing Program (ACT), a nonprofit agency providing testing and other educational services. See Page 22 for details on ACT PEP testing. Military personnel may also obtain information on ACT PEP tests from their base DANTES Test Control Officer.

Some of the many people helped by College Proficiency and Regents External Degree Examinations are:

—Individuals who master a subject through self-study, hospital service, industrial training programs, noncollegiate business or trade school courses, educational television courses, correspondence courses, or adult education programs to earn credits toward a college degree;

—Nurses and others in allied health fields who are working toward an associate or baccalaureate degree in nursing at traditional college campuses;

—People who have a bachelor's degree but lack some course requirements for a New York State teaching certificate or a New York State teaching license, or teachers who want to be certified in a second subject matter area;

—Students who are enrolled in the Regents External Degree and who take College Proficiency and Regents External Degree Examinations to meet External Degree requirements for Associate in Arts, Associate in Science, Associate in Science (nursing), Associate in Applied Science (nursing), Bachelor of Arts, Bachelor of Science, Bachelor of Science (nursing), and Bachelor of Science (business) degrees;

—Those who have developed skills in typewriting and wish to get college credit for them;

—High school students of above average ability who take College Proficiency or Regents External Degree Examinations to obtain advanced standing in college;

—Law enforcement officers who have prepared themselves for promotions or college degrees through on-the-job training or inservice or academy courses.

THE EXAMINATIONS

The College Proficiency and Regents External Degree Examination Programs enlist the aid of more than 400 faculty members from New York's colleges and universities, who serve as consultants to The University of the State of New York for examination development. Working in committees, these consultants draw up examination specifications, develop study guides, write examination questions, and rate candidates' answers to those questions. In cooperation with staff testing specialists, the faculty committees help determine the levels of performance needed to achieve satisfactory grades on the basis of data obtained by administering the tests to college students completing comparable courses.

To keep pace with the latest developments in a subject matter area, each examination is under a continuous process of review and approval by the faculty committee for that test. A few examinations are obtained from other testing agencies. In these cases, examinations are adopted only when their use has been recommended by the faculty committee for that subject.

College Proficiency and Regents External Degree Examinations are designed to test not only the individual's factual knowledge, but also the ability to use that knowledge effectively. They are difficult and demanding tests. Most of them are undergraduate-level examinations, although two (Corrective and Remedial Instruction in Reading, and Diagnosis and Remediation of Reading Problems) are graduate-level tests. Some of the examinations measure objectives of introductory-level college courses in that subject; others parallel more advanced-level undergraduate courses. The examinations vary in format and may include multiple-choice, short-answer, and essay or problem sections; they are graded on a letter grade (A,B,C,D,F,), standard score, or pass-fail basis.

USE OF THE EXAMINATIONS

People take College Proficiency and Regents External Degree Examinations for many reasons and use them in a variety of ways (e.g., job advancement, employment qualifications, salary credits, self-evaluation). However, they are used primarily to earn college credit, to satisfy requirements for teacher certification, or to meet Regents External Degree requirements. The examinations which will be accepted and the grades which must be achieved vary from institution to institution and with the purpose for which the examination is being used. Thus, *before taking a test, candidates should contact the college or agency from which they will seek credit to determine the acceptability of the test(s) they plan to take.*

Most colleges and universities in New York State, and many in other states, grant course credit or advanced standing for acceptable College Proficiency or Regents External Degree Examination grades. *Each college, or each department within a college, sets its own standards and policies for granting credit on the basis of these tests.* Candidates are advised, therefore, to check with the college they are attending, or hope to attend, before taking an examination, in order to determine its acceptability.

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The University of the State of New York will send an official transcript of the candidate's College Proficiency or Regents External Degree Examination grades to a college. The college should consider it for credit in the same manner as transfer credit from any other institution. In most instances, requirements for credit are satisfied upon successful completion of a College Proficiency or Regents External Degree Examination. Colleges may, however, require additional proof of competence in written research, laboratory, or clinical skills.

Many Regents External Degree requirements can be satisfied by completion of College Proficiency and Regents External Degree Examinations. The specific ways in which College Proficiency and Regents External Degree Examinations can be used to meet Regents External Degree requirements are detailed in the "Degree Programs" section of Part I of this catalog.

USE OF THE EXAMINATIONS: FOR COLLEGE CREDIT

College Proficiency Examinations are designed to test material covered in one or more comparable college courses. The amount of credit The University of the State of New York grants for successful performance on each examination is listed in the appropriate examination description in this catalog.

The Regents External Degree Examinations in business and nursing are designed to test broad areas of competence, rather than knowledge gained through a particular college course(s), and therefore do not carry a specific amount of credit when applied to the Regents External Degrees for which they were originally developed. However, to aid conventional colleges and universities in determining amounts of transfer credit to be awarded, and to establish amounts of credit for degree candidates seeking financial assistance (e.g., for Veterans Administration purposes) credit values have been assigned to these examinations.

Most colleges and universities in New York State, as well as a growing number out-of-state, recognize College Proficiency and Regents External Degree Examinations for credit. *BEFORE TAKING A COLLEGE PROFICIENCY OR REGENTS EXTERNAL DEGREE EXAMINATION CANDIDATES SHOULD CHECK WITH THE COLLEGE FROM WHICH THEY WISH TO RECEIVE CREDIT TO DETERMINE WHETHER THE COLLEGE WILL GRANT CREDIT FOR THAT EXAMINATION.* Colleges are not required to grant the applicant credit in the amount listed in this publication; nor, in fact, is the college limited to this amount should it feel that a person's examination performance deserves additional credit.

Generally, colleges require that a minimum grade of "C", "Pass", or a minimum passing standard score be attained before proficiency examination credit will be granted. Some colleges require a higher mark. The Regents External Degree Program requires an overall "C" average for completion of a degree.

The college's initial determination on granting credit on the basis of a particular examination generally is made by the faculty of the appropriate department, e.g., the history department will determine the policy on the use of the College Proficiency Examination in American History. In some cases there is further review by some other authority or faculty committee within the college. *Inquiry regarding credit-granting policies should be addressed to either the college's registrar, director of admissions, dean, or the chair of the appropriate department.*

Credit will usually be granted only when the content of the College Proficiency or Regents External Degree Examination matches or parallels the content of the course(s) the college offers in that subject. If the examination does not parallel a course, the college may grant elective credit within the limits of its specific program. Some colleges or academic departments will not grant academic credit for proficiency examination grades, but will award advanced placement or exemption from courses. At some colleges, credit-by-examination will be awarded on a provisional basis until the candidate has completed certain courses at the college. Most colleges establish limitations on the amount of credit which can be earned through proficiency examinations; the college's registrar, director of admissions, or dean should be consulted for information on such limitations.

If an individual wishes to transfer from one college to another, credit granted for a proficiency examination may be re-evaluated for transfer credit in the same manner as courses taken at the first college.

In most cases, credit requirements are satisfied upon passing the examination. However, colleges may request additional proof of competency in the subject area. For instance, in some cases faculty members may want individuals to present evidence that they have the ability to prepare a research paper, or to take a performance test before granting credit. As a further example, in the sciences and technical areas, a college may well expect the candidate to demonstrate a degree of laboratory skill and experience.

Colleges in New York State are encouraged to contact the College Proficiency Examination Program or Regents External Degree Offices for further information on the tests, on a candidate's performance, or if they wish to review the actual testing instruments. Colleges outside New York State can apply to the American College Testing Program (ACT PEP) for such services.

USE OF THE EXAMINATIONS: FOR NEW YORK STATE TEACHER CERTIFICATION

College Proficiency Examinations and Regents External Degree Examinations may be used to meet certain teacher certification requirements in New York or in other states. This section deals only with certification policies regarding the use of College Proficiency and Regents External Degree Examinations in New York State. Individuals interested in using these examinations to meet certification requirements in other states should make inquiries regarding their acceptability to the state education departments in those states.

Most persons who wish to be certified to teach in New York State must possess at least a baccalaureate degree from a regionally accredited college and must meet certain other requirements in order to obtain *provisional* New York State teacher certification.

Persons who received their provisional certificate before January 1, 1978, may earn their permanent certification by completing *either* a master's degree *or* 30 hours of appropriate graduate study, through a regionally accredited college or university or through a college registered by the New York State Education Department.

Persons who obtained or will obtain provisional certificates after January 1, 1978, must complete a master's degree program in or functionally related to their field of provisional certification and have appropriate teaching experience in order to obtain permanent certification.

Requirements for teacher certification depend on the area and level of teaching for which the certificate is issued. *Individuals intending to use proficiency examinations to meet requirements for New York State teacher certification should always check with the Teacher Certification Section of the New York State Education Department before taking an examination to ensure that the examination is appropriate and acceptable in their case.*

Proficiency examinations in professional education include: Corrective and Remedial Instruction in Reading, Diagnosis and Remediation of Reading Problems, Educational Psychology, History of American Education, and Reading Instruction in the Elementary School. For further details on examination content see Part IV of this catalog.

The New York State Education Department's Teacher Certification Section will accept satisfactory Regents External Degree and College Proficiency Examination grades in lieu of course work to satisfy requirements in general education, in the teaching specialty (such as English, or social studies), and in professional education courses. No examination can replace the practice teaching requirement. College proficiency and Regents External Degree Examinations may also be used by a certified teacher to earn certification in a second teaching area.

For specific information on certification requirements, inquiries should be directed to:

Teacher Certification Section
New York State Education Department
Cultural Education Center,
Room 5A11
Albany, NY 12230

USE OF THE EXAMINATIONS: FOR INTERSTATE TEACHER CERTIFICATION

A New York State Teacher's Certificate may entitle teachers to certification in at least 36 other states under the terms of the Interstate Agreement on Qualification of Educational Personnel. This interstate compact, of which New York is a member, entitles interstate certification to those prepared through New York

State certification. Further information and a list of participating states may be requested from:

Director
Interstate Certification Project
Cultural Education Center,
Room 5A11
Albany, NY 12230

USE OF THE EXAMINATIONS: FOR NEW YORK CITY TEACHER LICENSURE

Some requirements for a New York City Teaching License may also be met through College Proficiency and Regents External Degree Examinations in much the same manner that successful performance on these examinations can be used to satisfy New York State teacher certification requirements. A person who is interested in obtaining the New York City teaching license should get specific information regarding appropriate examinations and procedures from:

The Board of Examiners
Board of Education of the
City of New York
65 Court Street
Brooklyn, NY 11201

USE OF THE EXAMINATIONS: FOR SALARY CREDIT FOR PROFESSIONAL EDUCATORS

Some school districts in New York State will grant salary credit to their faculty for the successful completion of College Proficiency and Regents External Degree Examinations in the same manner that salary credits are awarded for completion of college courses. Candidates are urged to check with their local school district personnel office prior to taking an examination to determine whether salary credit will be awarded.

USE OF THE EXAMINATIONS: FOR NEW YORK STATE CIVIL SERVICE

The New York State Department of Civil Service will accept College Proficiency Examination or Regents External Degree Examination credits in lieu of specific course work required for admittance to Civil Service examinations. Candidates wishing to use an examination for this purpose should determine its acceptability by checking with the New York State Department of Civil Service before taking an examination.

PREPARING FOR AN EXAMINATION: EXAMINATION FORMATS

College Proficiency and Regents External Degree Examinations vary in format and may include multiple-choice, short-answer, essay, and problem questions. Most of the tests are 3 hours in length, although some are longer. The test format and examining times for each test are listed on the chart on pages 218-220. A description of the content of each examination may be found in the "Examination Description" section of this catalog.

College Proficiency and Regents External Degree Examinations are difficult and demanding tests. They are designed to measure not only factual knowledge, but also the ability to use that knowledge effectively. In terms of topics covered and objectives measured, College Proficiency and Regents External Degree Examinations generally parallel courses offered in New York State colleges and universities. Some of the examinations measure knowledge usually covered in more than one college course. It should be remembered that college professors have regular contact with on-campus students and have many opportunities to gain an accurate sense of each student's capabilities. The applicant for credit-by-examination is evaluated only once, by means of the examination. It is logical, then, that the person seeking credit-by-examination should be prepared to perform above the minimum expected of the on-campus student.

In order to allow for variations in preparation, the questions on each examination will cover a wider range of material than would ordinarily be studied by a candidate. No one, therefore, should expect to be able to answer all the questions. Sufficient time is allowed for the well-prepared candidate to complete the examination. Of course, one should observe the time closely and not delay excessively over any one question. Generally there will not be time to reconstruct or recopy essay or problem answers. Therefore, candidates should think through answers to essay or problem questions carefully before beginning to write. In some cases there may be a choice of questions.

PREPARING FOR AN EXAMINATION: EXAMINATION DESCRIPTIONS

Examination descriptions for College Proficiency and Regents External Degree Examinations may be found in Part IV of this catalog. Examination descriptions outline the material covered and the objectives tested, so that individuals may judge whether they have the knowledge expected. The description provides general guidelines to topics and objectives covered on the test. A detailed examination content outline and study guide (reading list) is also available and should be obtained before taking a test. Candidates should consider the content areas of the examination, since emphasis is on the understanding and application of principles rather than the simple recall of factual information.

PREPARING FOR AN EXAMINATION: EXAMINATION CONTENT OUTLINES AND STUDY GUIDES

Examination content outlines are available for all tests and study aids have been prepared for most College Proficiency and Regents External Degree Examinations by the faculty committees that prepared the tests. They are available upon request and provide suggested readings which correspond to the objectives and content areas of the examination content description.

New York State residents and all students enrolled in the Regents External Degree Program can obtain these materials without charge by writing to the CPE-RED Program Office. The American College Testing Program (ACT PEP) will also provide these materials to people who wish to be tested outside New York State.

The study guides should be used in conjunction with the examination outlines to prepare for tests. New York State residents may wish to consult an advisor when choosing examinations. (See "Candidate Counseling" subsection in the "General Information" section of this catalog.)

PREPARING FOR AN EXAMINATION: "HOW TO STUDY INDEPENDENTLY"

In addition to the examination content outlines and study guides, a "How to Study Independently" booklet is available from the CPE-RED Program Office and from the American College Testing Program (ACT PEP). This publication is designed to assist students who study on their own for proficiency examinations and it covers such topics as: test preparation, study methods, recognizing and correcting study problems, resources, reviewing, and self-testing.

PREPARING FOR AN EXAMINATION: LIBRARIES

Many public libraries and academic libraries have adult services librarians or readers' advisors who are available to serve the needs of independent learners. It is important, however, for independent learners to identify themselves to the library staff to obtain the full benefits of the many services that the public library can provide.

Local public librarians are informed about program developments on a regular basis and will be able to assist students in locating and using materials. It should be remembered that the study aids offered by the College Proficiency Examination Program and the Regents External Degree Program are only suggested readings. If the books listed are not available, alternate selections may be made. Librarians are well prepared to assist in the selection of study materials and are able to offer alternatives. Individual public libraries that do not have the specific study materials required in their general collections can obtain them from other public and academic libraries within the system, or through the New York State Interlibrary Loan Network.

Since lectures and classroom discussions often provide the classroom student with important background information in addition to the material provided in tests and assigned readings, independent learners should be sure that their readings and/or experiences are broad enough to provide full coverage of each subject. Librarians, for example, will be able to advise on the most recently published material or new developments in various fields as reflected in journal articles.

In many instances, public libraries in New York have annotated their card catalogs with specific references to College Proficiency and Regents External Degree Examinations and have established separate academic collections reserved for independent learners. In addition, many libraries, in their role as an information center, serve as a clearinghouse for all types of educational opportunities in the local community. Candidates should look for the Adult Independent Learners Advisory Service that is available in most central libraries in New York State. Those Regents External Degree and College Proficiency Examination Volunteer Advisors who are also librarians can be particularly helpful to candidates as general sources of information on educational opportunities and as specialists in locating appropriate study materials. (See the "Candidate Counseling" subsection in the "General Information" section of this catalog.)

Candidates should note that neither the College Proficiency Examination Program nor the Regents External Degree Program sponsors or endorses any instructional programs or courses of study. The examination content outlines and study guides provided by the College Proficiency Examination and Regents External Degree Programs should be obtained and used by candidates preparing to take an examination.

PREPARING FOR AN EXAMINATION: SOME OTHER SUGGESTIONS

It may be possible for an interested candidate to make an appointment with an instructor in the appropriate academic area at a local college or university to seek advice in preparing for the College Proficiency Examinations and Regents External Degree Examinations outlined in this catalog. Secondary school teachers will often be helpful, for, although they do not teach at the college level, they are specialists in their respective fields and will be aware of the better texts, references, and study guides.

Through their evening and extension divisions or schools of continuing education, many higher institutions offer a wide variety of on- and off-campus non-credit courses during the afternoons, evenings, and weekends. Proficiency examinations provide a means for validating work done in these courses. Each institution will supply information on its offerings and many also provide counseling services.

Some public schools may offer adult education courses in subject matter areas covered by College Proficiency or Regents External Degree Examinations. Information on these courses may be obtained from the local superintendent of schools or director of adult education.

Television stations may present offerings in subject matter areas covered by examinations. Information on program schedules should be obtained from local stations.

Bookstores provide a variety of study materials, including economical paperback editions of many suggested readings. If they do not have a desired publication, they will usually order it.

TAKING AN EXAMINATION: PLANNING YOUR TEST SCHEDULE

Before applying to take any examinations, potential candidates should review this section of the catalog carefully and should request the examination content outline and study guide for any tests they are considering. This information should be used to determine which examinations are appropriate to their level of knowledge and will also meet their college degree credit, teacher certification, or other needs. Candidates should then confirm that the examinations chosen will be accepted by their employer, college or degree program.

Candidates who plan to take more than one examination over a period of time should develop a long range test plan for themselves so that they will be able to avoid conflicts in the scheduling of the tests they want to take. Candidates should plan their test schedules sufficiently in advance to be sure that they take examinations at a test administration which will enable their grades to be available at the time required by their college, employer, or other agency.

TAKING AN EXAMINATION: TEST ADMINISTRATION SCHEDULE

Most College Proficiency and Regents External Degree Examinations are given four times a year in February, May, July and November. Some tests are given in March, June, and October only. (See chart on pages 218-220 for complete test schedule information.) The deadline for filing applications is about five weeks before each testing period.

In New York State the examinations are administered by the Board of Regents at about a dozen testing centers throughout the state. Most of these same examinations are administered outside New York State and to the U.S. military by the American College Testing Program Proficiency Examination Program (ACT PEP), a national non-profit educational organization which provides testing and other assessment-related services. (See the list on pages 218-220 for information on which tests are available worldwide and which are given only in New York State.)

Exact testing dates and a list of test centers are included on the respective New York College Proficiency and Regents External Degree Examination applications or the ACT PEP registration guides.

TAKING AN EXAMINATION: SUBMITTING THE APPLICATION

Applications for New York College Proficiency Examinations and Regents External Degree Examinations are available from:

NEW YORK STATE TESTING
College Proficiency-Regents
External Degree Examination
Program
Cultural Education Center—
Room 5D45
Albany, NY 12230

OUT-OF-STATE & U.S. MILITARY
TESTING
ACT PEP
P.O. Box 168
Iowa City, IA 52243

Military personnel may also contact their base DANTES Test Control Officer for information on taking ACT PEP tests.

Candidates should be sure to write for a current application form. Candidates should plan their test schedules carefully and must file correctly made out application forms by the filing deadline published on the application.

There are no requirements or prerequisites for taking a College Proficiency or a Regents External Degree Examination. All individuals who believe they are proficient in a field of study for which an examination has been developed may take an examination under these programs. An individual's grasp of a subject will be demonstrated by performance on the examination itself. There are no age restrictions; individuals in all age brackets have taken the tests and have done exceptionally well. There are no residence restrictions.

TAKING AN EXAMINATION: TEST FEES

New York State Testing

Examination fees range from $25 to $500 with an average range of $25-$100. It is possible to take up to four examinations during each two-day testing period. Since examination fees may not be refundable, candidates should select carefully the examinations for which they register.

(See the chart of pages 218-220 for information on the testing fee for all New York College Proficiency and Regents External Degree examinations.)

Out-of-State Testing

Information on test fees for examinations given outside New York State under the auspices of the American College Testing Program Proficiency Examination Program (ACT PEP) should be obtained by writing to:

ACT PEP
P.O. Box 168
Iowa City, IA 52243

U.S. Military Testing

The New York College Proficiency and Regents External Degree Examinations offered outside New York State as ACT PEP tests can be administered to U.S. military personnel by DANTES Test Control Officers. ACT PEP tests are available to U.S. military personnel at no cost. Contact ACT PEP, at the address above, or the base DANTES Test Control Officer for further information.

TAKING AN EXAMINATION: REFUND OF TEST FEES

New York State Testing

Since examination fees may not be refundable, candidates should select carefully the examinations they plan to take. Refunds of test fees or transfers of applications to the next test administration dates will be made only upon written request. All such requests must be postmarked at least 10 days before the scheduled test date. Failure to submit a written request on time will result in the forfeiture of fees paid.

Information on Regents External Degree performance examinations in nursing and Special Assessment fee refunds may be obtained by writing to the program office. (See also the sections of the catalog which describe the nursing degrees and Special Assessment.)

Out-of-State Testing

Information on test fee refunds should be obtained by writing:

Coordinator, ACT PEP
P.O. Box 168
Iowa City, IA 52243

EXAMINATION RESULTS: GRADING SYSTEMS

The evaluation of performance on a College Proficiency Examination (CPE) or a Regents External Degree Examination (REDE) is reported in one of three ways:

I. Pass/Fail Grades
II. Letter Grades
III. Numerical Standard Scores

(See the chart on pages 218-220 for information on how grades are reported for each examination.)

Regardless of the type of grade used to report performance, the norming population for an examination consists of college students who have completed a college course(s) comparable in content and depth of knowledge to the content of the examination.

I. Pass/Fail Grades

Pass/Fail grades are used when the purpose of the examination is to determine basic competence in a subject area; no attempt is made to differentiate among levels of competence.

Examinations which cover subject matter typically taught in a series of college course(s), rather than in a single one- or two-semester course, are graded on a Pass/Fail basis. A grade of Pass on this type of examination indicates that the candidates' performance is better than that of 1/3 to 1/2 of the students in the norming group who have successfully completed the series of college courses.

A Pass/Fail grading system is also used for examinations which test for knowledge associated with a specific level of achievement in a subject area, such as a major concentration. On this type of examination, a Pass grade indicates demonstrated competence in the subject matter covered on the examination.

II. Letter Grades

Letter grades are used when the purpose of the examination is to differentiate among levels of successful performance, as well as between passing and failing performances. In general, letter grades are interpreted as indicating the following levels of performance:

A — Superior
B — Above Average
C — Average
D — Below Average
F — Unsatisfactory

The letter grade indicates that the candidate's test score was typical of test scores earned by members of the norming population who received the same letter grade in comparable college course(s).

III. Numerical Standard Scores

A. Numerical standard scores are used when the purpose of the examination is to differentiate among many levels of performance. The norming population consists only of those students who have passed the appropriate college course(s). The lowest reported standard score is 20 and the highest reported standard score is 80. The average standard score for the norming population is 50. The minimum passing standard score is 45.

The table which follows can be used to determine the appropriate percent of students in the norming population who received a lower standard score than the standard score achieved by the examination candidate. This is the only correct way to interpret standard scores. Standard scores do not indicate the number of correctly answered questions, nor the percent of questions answered correctly. Examples:

1. A standard score of 45 indicates that a candidate's performance was better than that of 31% of the students in the norming population. It does not mean that 45 questions were answered correctly or that 31% of the questions on the examination were answered correctly.
2. A standard score of 57 indicates that the score was better than 69%, but not 84%, of the students in the norming population.

STANDARD SCORES	20	25	30	35	40	45	50	55	60	65	70	75	80
PERCENTILE RANKS	1	1	2	7	16	31	50	69	84	93	98	99	99.9

EXAMINATION RESULTS: VERIFICATION

All College Proficiency and Regents External Degree Examinations are carefully rated and scored by the appropriate faculty and staff members. All results are checked for accuracy before release to candidates.

New York State Testing

Candidates who have taken and failed a College Proficiency or Regents External Degree Examination given in New York State may request a verification of their performance on that test. On examinations containing essays, a faculty review of performance on the test may be requested; on objective examinations, a hand rescoring may be requested.

A request for faculty review or hand rescoring of failing test papers should be made within one year of the test dates by writing to:

Office of Postsecondary Assessment
and Testing
New York State Education Department
Cultural Education Center
Room 5C03
Albany, NY 12230

Out-of-State Testing

Information on the verification of results of examinations given outside New York State under the auspices of the American College Testing Program Proficiency Examination Program (ACT PEP) should be obtained by writing to:

ACT PEP
P.O. Box 168
Iowa City, IA 52243

TRANSCRIPTS

New York State Testing

In New York State, within 90 days after taking the examination, candidates will receive their grade(s) and a Transcript Request Form. Candidates who wish to have their grade(s) sent to a college or university may complete the Transcript Request Form, specifying the individual at the college to whom the transcript(s) should be sent, and official transcripts will then be issued as directed. *Official transcripts will be released only upon written request of the candidate.*

The University of the State of New York reserves the right to report grades or scores for College Proficiency and Regents External Degree Examinations only to those institutions or agencies which, in its opinion, will use the results for a valid purpose.

For students officially enrolled in the Regents External Degree Program who take tests in New York State, their status reports will be updated after each examination administration. Officially enrolled Regents External Degree students do not need to request that a transcript be sent to the Regents External Degree Program Registrar. If Regents External Degree students have taken New York College Proficiency or Regents External Degree Examinations which do not appear on their updated status report, they should write to their Transcript Evaluator.

Out-of-State and U.S. Military Testing

Candidates taking examinations outside New York State or at U.S. military bases should request information on obtaining score reports by writing:

ACT PEP
P.O. Box 168
Iowa City, IA 52243

U.S. military personnel may also obtain information on ACT PEP score reports from their base DANTES Test Control Officer.

PLEASE NOTE:

Regents External Degree students who take College Proficiency or Regents External Degree Examinations outside New York State or at military installations *must request* the American College Testing Program (ACT PEP) to forward test grades to the Regents External Degree Registrar in Albany for evaluation. This can be done by requesting it on the ACT PEP answer sheet at the time of testing.

TAKING COLLEGE PROFICIENCY OR REGENTS EXTERNAL DEGREE EXAMINATIONS:

A Step-by-Step Guide

HOW TO PROCEED

Individuals planning to take College Proficiency or Regents External Degree Examinations should follow the procedures listed below. They are designed to help candidates select appropriate examinations, plan their testing schedules, and obtain appropriate study materials.

1. *Examination Selection:*
After reviewing the information provided in Part III of this catalog, the candidate should scan the listing of available examinations on pages 188-195 to determine which examination(s) may be of interest. Descriptions of all College Proficiency and Regents External Degree Examinations are provided in Part IV of the catalog. The candidate should read carefully the appropriate examination description(s) to become familiar with the material to be covered on the examination(s). The descriptions will help candidates determine whether a particular examination is suited to their needs.

2. *Checking Examination Appropriateness:*
Individuals should determine whether the examination they plan to take will be appropriate for their goals. If they intend to apply the examination toward a Regents External Degree, they should check carefully to see that the examination will satisfy a degree requirement they need to complete. If they intend to apply the examination credits toward a degree program at a college or toward career advancement, teacher certification, salary credits, etc., they should check with the school, employer, or agency from which they wish to receive credit to determine whether the examination credits will be appropriate and acceptable.

3. *Preparation:*
Detailed Study Guides, including content outlines and reading lists, are available for all College Proficiency and Regents External Degree Examinations. The examination description will indicate the areas covered on the examination, and the study guide will help candidates to select appropriate reading materials. Individuals should be sure to write for the examination content outline and study guide applicable for the particular test they plan to take. New York State residents and students enrolled in the Regents External Degree Program can obtain these aids free of charge by writing to the CPE-RED Program Office.

4. *Application:*
The candidate should be sure to plan a testing schedule carefully to avoid conflicts, and submit an application well before the test application deadline.

(This would allow enough time to meet the deadline, if the application were initially completed incorrectly.) Most CPE's and most REDE's are administered four times a year, in February, May, July, and November. Some examinations are given only in March, June, and October. Test application deadlines are approximately five weeks before the testing dates. The candidate should choose examinations, testing dates, and locations carefully, since examination fees may not be refundable. Refunds of test fees or transfers of applications will be made only upon written request. All such requests must be postmarked at least 10 days before the scheduled test date. Failure to submit a written request in time will result in the forfeiture of fees paid.

Note to Regents External Degree Candidates:
Applications are not sent out routinely because not all Regents External Degree students need or choose to take CPE's or REDE's at each administration. It is the candidate's responsibility to request current application forms and to meet application deadlines.

5. *Notification of Receipt of Application (New York State Testing only):*
About one week prior to the examination date candidates will be sent an admission slip for each examination for which they have applied; they will not otherwise be notified that their application has been received. The admission slip will indicate the title of the examination, the exact time of the examination, and the complete address of the testing center where they will take the examination. If candidates have not received notice three days before the scheduled testing date, they should telephone the Testing Office: (518) 474-3216.

6. *Admission to the Examination:*
Candidates should keep each admission slip, and take it to the examination center when they go to take the test.

7. *Grade Reports:*
The candidate's grades will be sent within 90 days after the examination. Whenever possible, grades are released sooner. The candidate should not ask for grades until 90 days have elapsed.

8. *Transcript Requests:*
When candidates receive their grades, they will also receive an Examination Transcript Request Form. If they wish to have grades sent to a college, school district, teacher certification agency, or other organization they should complete the Transcript Request Form accordingly. If the tests were taken in New York State, completed Transcript Request Forms or letters containing necessary information should be mailed to:

Office of Postsecondary Assessment and Testing
New York State Education Department
Cultural Education Center-Room 5C03
Albany, NY 12230

Those enrolled in a Regents External Degree Program do not need to fill out an Examination Transcript Request Form, since the grades they wish to use toward fulfillment of degree requirements are routinely recorded on their Regents External Degree Status Report.

9. *Credit Action Form:*
A "Credit Action" form will be sent to candidates when their transcript is forwarded to the institution designated. After the institution has notified the candidate of the action it has taken on a request for credit, the candidate should complete the "Credit Action" form and return it to the:

Office of Independent Study Programs Development
State Education Department
Cultural Education Center-Room 5D45
Albany, NY 12230

The Programs Development staff is available to assist candidates and to provide institutions with additional information, grade clarification, etc., whenever such information is needed.

PLEASE NOTE:
The foregoing procedures apply only to taking College Proficiency and Regents External Degree Examinations in New York State. For information on procedures for taking these examinations out-of-state or at military installations, the candidate should contact:

ACT PEP
P.O. Box 168
Iowa City, IA 52243
OR
The base DANTES Test Control Officer.

N.B. Those enrolled in Regents External Degrees who take examinations outside New York must indicate on the answer sheet at the time of taking the test that they wish their grades forwarded to the Regents External Degree Program Registrar in Albany, if they wish those tests applied toward their degree.

Table 9

COLLEGE PROFICIENCY EXAMINATIONS (CPE's) AND REGENTS EXTERNAL DEGREE EXAMINATIONS (REDE's)

Title	Credits	Grading System	Type of Items	Total Testing Time (in hours)	Administration Schedule	Administration Sites*	Examination Fee (NYS)
Arts and Sciences (CPE's)							
Afro-American History	6	SS	O	3	4	NY	$ 30
American History	6	LG	O/E	3	4	NY	30
Anatomy and Physiology	6	SS	O	3	4	US	30
Applied Music	2 or 4	LG	P	1	4	NY	25
College Composition	3	LG	O/E	3	4	NY	25
Earth Science	6	LG	O/E	3	4	US	30
Freshman English	6	LG	O/E	3	4	US	30
Shakespeare	3	LG	O/E	3	4	US	25
Business (REDE's)							
Accounting: Level I	6	SS	O	3	4	US	35
Accounting: Level II	9	PF	O/E	4	2B	US	100
Accounting: Level III, Area I	12**	PF	E	3	2A	US	100
Accounting: Level III, Area II		PF	E	3	2A	US	100
Accounting: Level III, Area III		PF	E	3	2A	US	100
Business Environment and Strategy	6	PF	O/E	4	2A	US	100
Finance: Level I	9	SS	O	3	4	US	35
Finance: Level II	9	PF	O/E	4	2B	US	100
Finance: Level III	12	PF	E	7	2B	US	200
Management of Human Resources: Level I	6	SS	O	3	4	US	35
Management of Human Resources: Level II	9	PF	O/E	4	2B	US	100
Management of Human Resources: Level III	12	PF	E	7	2B	US	200
Marketing: Level I	3	SS	O	3	4	US	35
Marketing: Level II	9	PF	O/E	4	2B	US	100
Marketing: Level III	12	PF	E	7	2B	US	200

Explanation of Codes:

The types of Items are: E=essay items; O=objective (multiple choice) items; O/E=both objective and essay items; and P=performance items.

The types of grading systems are: LG=letter grade; PF=pass/fail; and SS=standard score.

The administration schedules are:
1=By special appointment
2A=February and July only
2B=May and November only
3=March, June and October
4=February, May, July, and November

The sites of administration are:
US=within the United States; (through ACT PEP or DANTES)
NY=within New York State only.

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*Most CPE's and REDE's are available in states other than New York as ACT PEP tests. For further information see the "Ways of Earning Credit" portion of the General Information section of this catalog.

**Credit for Accounting: Level III is given only after Areas I, II, and III have been passed.

Title	Credits	Grading System	Type of Item	Total Testing Time (in hours)	Administration Schedule	Administration Sites*	Examination Fee (NYS)
Operations Management: Level I	9	SS	O	3	4	US	$ 35
Operations Management: Level II	9	PF	O/E	4	2B	US	$100
Operations Management: Level III	12	PF	E	7	2B	US	$200
Criminal Justice (CPE's)							
Criminal Investigation	3	SS	O	3	4	US	25
Introduction to Criminal Justice	3	SS	O	3	4	US	25
Education (CPE's)							
Educational Psychology	3	SS	O	3	4	US	25
History of American Education	3	LG	O/E	3	4	US	25
Reading							
Corrective and Remedial Instruction in Reading (graduate)	9	SS	O	3	4	US	35
Diagnosis and Remediation of Reading Problems (graduate)	6	PF	E	5	3	NY	30
Reading Instruction in the Elementary School	6	SS	O	3	4	US	30
Nursing (CPE's and REDE's)							
Nursing (CPE's)							
Adult Nursing	12	SS	O	3	4	US	35
Fundamentals of Nursing	10	SS	O	3	4	US	30
Maternal and Child Nursing, Associate Degree Level	6	SS	O	3	4	US	30
Maternal and Child Nursing, Baccalaureate Degree Level	12	SS	O	3	4	US	35
Psychiatric/Mental Health Nursing	6	SS	O	3	4	US	30
Nursing—REDE—Associate Degree Level							
Clinical Performance in Nursing***	8	PF	P	20	1	NY	500
*Commonalities in Nursing Care: Area I	4	SS	O	3	4	US	35
Commonalities in Nursing Care: Area II	4	SS	O	3	4	US	35
Differences in Nursing Care: Area I	4	SS	O	3	4	US	35
Differences in Nursing Care: Area II	4	SS	O	3	4	US	35

Explanation of Code:

The types of Items are: E=essay items; O=objective (multiple choice) items; O/E=both objective and essay items; and P=performance items.

The types of grading systems are: LG=letter grade; PF=pass/fail; and SS=standard score.

The administration schedules are:
1=By special appointment
2A=February and July only
2B=May and November only
3=March, June and October
4=February, May, July, and November

The sites of administration are:
US=within the United States; (through ACT PEP or DANTES)
NY=within New York State only.

***This examination is taken either at the associate level or the baccalaureate level, but not both.

Title	Credits	Grading System	Type of Items	Total Testing Time (in hours)	Administration Schedule	Administration Sites*	Examination Fee (NYS)
Differences in Nursing Care: Area III	4	SS	O	3	4	US	$ 35
Nursing Health Care	4	SS	O	3	4	US	35
Occupational Strategy (nursing)	4	SS	O	3	4	US	35
Nursing—REDE—Baccalaureate Degree Level							
Clinical Performance in Nursing***	8	PF	P	20	1	NY	$500
Health Assessment & Teaching Performance	(8)	(PF)	(P)	(6)	(1)	(NY)	(375)
Health Assessment	6	PF	P	5	1	NY	300
Teaching Performance	2	PF	P	1	1	NY	75
Health Restoration: Area I	4	SS	O	3	4	US	35
Health Restoration: Area II	4	SS	O	3	4	US	35
Health Support: Area I	4	SS	O	3	4	US	35
Health Support: Area II	4	SS	O	3	4	US	35
Professional Performance	12	PF	P	15	1	NY	400
Professional Strategies (nursing)	4	SS	O	3	4	US	35
Secretarial Science (CPE's)							
Intermediate Typewriting****	6	LG	P	3	3	NY	25
Introductory Typewriting	3	LG	P	3	3	NY	25
Special Assessment (REDE)	varies	PF	varies	varies	1	NY	300
UAP Field Tests[1] (each examination)	30	SS	O	2	4	NY	25

Explanation of Codes:

The types of Items are: E=essay items; O=objective (multiple choice) items; O/E=both objective and essay items; and P=performance items.

The types of grading systems are: LG=letter grade; PF=pass/fail; and SS=standard score.

The administration schedules are:
1=By special appointment
2A=February and July only
2B=May and November only
3=March, June and October
4=February, May, July, and November

The sites of administration are:
US=within the United States; (through ACT PEP or DANTES)
NY=within New York State only.

***This examination is taken either at the associate level or the baccalaureate level, but not both.

****Includes 3 semester hours of credit for Introductory Typewriting, if not already taken. If taken, only 3 semester hours of credit will be given for passing this test.

[1] These tests were developed by the Educational Testing Service but are administered in New York State *only* by the Regents External Degree Program.

PART IV: EXAMINATION DESCRIPTIONS

This section contains brief descriptions of all College Proficiency and Regents External Degree Examinations currently being offered.

A detailed content description for each College Proficiency and Regents External Degree Examination is included in the Study Guide for that particular examination. Candidates should obtain the appropriate Study Guide(s) prior to preparing for a test. Candidates wishing to be tested in New York State may obtain Study Guides from:

CPE-RED Program (Study Guides)
Cultural Education Center, Room 5D45
Albany, New York 12230

Candidates wishing to be tested outside of New York State may obtain Study Guides from:

ACT PEP
P.O. Box 168
Iowa City, IA 52243

Institutions may obtain detailed content descriptions and other relevant information on these examinations by contacting either of the above addresses.

Persons wishing to apply the results of College Proficiency or Regents External Degree Examinations toward academic credit at a particular institution of higher learning should investigate that institution's credit granting policies *before* taking any examinations.

Further information on the uses of these examinations may be found in Part III of this catalog.

ARTS AND SCIENCES

College Proficiency Examinations in the arts and sciences are generally applied towards undergraduate college credit at conventional institutions of higher learning, but may also be used to satisfy certain teacher certification requirements and Regents External Degree requirements. Of these examinations, only that in Shakespeare is at the advanced level of difficulty.

Afro-American History — 6 Credits

(Administered nationwide)

The Afro-American History College Proficiency Examination is based on material normally taught in an introductory two-semester sequence of courses in Afro-American History. This examination contains only objective questions.

The examination measures knowledge and understanding of the history of Black Americans during 1500—1865 (the beginning of slavery through the end of the Civil War), 1865—1909 (Reconstruction and its aftermath), and 1909—1968 (the early twentieth century and the Civil Rights Era). Emphasis is placed on the issues confronted by Black Americans in their struggles for survival and freedom, the key events and individuals related to these issues, and the major historical works in the field.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

American History **6 Credits**

(Administered only in New York)

The American History College Proficiency Examination is based on material normally taught in an introductory two-semester sequence of courses in American History. This examination contains objective and essay questions.

The examination measures knowledge and understanding of the major developments in American history from the colonial period to the present. Questions deal with the following topics: European influences, making of American nationalism, development of political ideas, the political party system, divisive ideas and interests in American history, immigration, ethnic and cultural groups, business enterprise in America, American labor systems and organizations, American agriculture, government and the American economy, America's reform movements, America as a world power, wars and their impact on the United States, and leadership in America. Emphasis is placed both on a comprehensive knowledge of historical facts and events, and on the ability to discuss and interpret their historical significance.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Anatomy and Physiology — 6 Credits

(Administered nationwide)

The Anatomy and Physiology College Proficiency Examination is based on material normally taught in an introductory, two-semester sequence of courses in anatomy and physiology at the undergraduate level. This examination contains only objective questions.

The examination measures knowledge and understanding of basic anatomical terminology and facts, and of physiological concepts and principles. Questions deal with the structure and function of body cells, tissues, organs, and systems. Emphasis is placed on systems that maintain, integrate, and control body functions.

Applied Music — 2 Credits per Instrument (minor)

(Administered only in New York) **4 Credits per Instrument (major)**

The Applied Music College Proficiency Examination is an evaluation of the candidate's *performance* on one of the instruments listed below or in voice. The examination may be repeated for additional credit by performing on a different instrument. Each examination will assume preparation equivalent to that received in a two-credit college course for the minor examination. The candidate will be examined in the areas of repertoire, technique, and sight reading. Examinations are available only in the following:

- Baritone Horn
- Bassoon
- Cello
- Clarinet
- Flute
- French Horn
- General Percussion
- Oboe
- Piano
- Saxophone
- String Base
- Trumpet (Cornet)
- Trombone
- Tuba
- Viola
- Violin
- Voice

Examinations in Applied Music are scheduled individually. Interested candidates must contact the College Proficiency Examination Program for additional information.

> Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.
>
> Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency-Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

College Composition — 3 Credits

(Administered only in New York)

The College Proficiency Examination in College Composition is based on material normally taught in an introductory one-semester course in composition at the undergraduate level. The examination is divided into two parts: an objective component and an essay component.

The examination measures the ability to recognize and correct mechanical errors in existing material, and the ability to use standard written English in composing an essay in response to a chosen topic. The essay requires the writer to organize and effectively present ideas, to differentiate clearly fact from opinion, and to cite appropriate evidence to support generalizations. Essays are evaluated on the basis of mechanics, structure, style, and content.

Earth Science — 6 Credits

(Administered nationwide)

The Earth Science College Proficiency Examination is based on material normally taught in an introductory two-semester sequence of courses in earth science at the undergraduate level. This examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from the following major areas: the earth and the universe, the solid earth—past and present, the atmosphere, and the oceans. In addition to the recall of facts and principles, the examination tests the ability to interpret charts and other graphic representations, and to manipulate numerical data.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency-Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Freshman English **6 Credits**

(Administered nationwide)

The Freshman English College Proficiency Examination is based on material frequently taught in a two-semester course in Freshman English. The examination is divided into two parts: an objective component and an essay component.

The examination measures knowledge and understanding of specific literary works, terminology, and concepts. It additionally assesses the ability to apply the principles of good writing in the construction of a well-developed, grammatically correct composition. Questions require the candidate to recognize, comprehend, and interrelate the elements of theme, plot, characterization, point of view, structure, and symbolism as they apply to representative works of fiction, nonfiction, poetry, drama, and the essay.

Shakespeare **3 Credits**

(Administered nationwide)

The Shakespeare College Proficiency Examination is based on material normally taught in an upper-level one-semester course on Shakespeare. This examination contains both objective and essay questions.

The examination measures understanding of representative comedies, histories, and tragedies of Shakespeare; knowledge of essential background information such as textual history, sources, and major dates; and basic knowledge of the customs and conventions of the Elizabethan theater. It requires sufficient knowledge of detail to be able to discuss how the elements of characterization, theme, plot, language, and imagery contribute to a play's meaning and effect.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Offices for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

BUSINESS

The Regents External Degree Examinations in business generally are used to satisfy requirements of the Bachelor of Science (business) Regents External Degree. They may, however, be used for a variety of other purposes. Institutions of higher learning can use them for granting college credit, advanced standing, or evaluating programs. Persons enrolled in any Regents External Degree Program other than a Subject Concentration of the Bachelor of Science (business) degree may use business examinations to satisfy elective requirements for their degrees.

Examinations in accounting, finance, management of human resources, marketing, and operations management are available at three levels (I, II, and III). A single examination in business environment and strategy is also offered. Level I examinations cover content typically included in introductory-level college courses or core courses of a collegiate business program. Level II examinations include content which students are typically expected to have mastered if they have studied beyond the introductory level but have not satisfied requirements for a major concentration in the area. Level III examinations are designed to measure competence at a level comparable to that attained by students who have received a baccalaureate degree with a major concentration in the area being tested.

Accounting: Level I 6 Credits

(Administered nationwide)

The Accounting: Level I Regents External Degree Examination is based on material normally taught in an introductory two-semester sequence of courses in accounting at the undergraduate level. This examination contains only objective questions.

The examination measures knowledge and understanding of the fundamentals of accounting, including the accounting function, basic principles and procedures; valuation and analysis of accounts; systems, costing, and reporting; and analysis and interpretation. It requires the ability to use appropriate techniques in recording, analyzing, and summarizing financial data and to interpret and report financial results.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Accounting: Level II

9 Credits

(Administered nationwide)

The Accounting: Level II Regents External Degree Examination is based on material normally taught in a two-semester sequence of courses in intermediate financial accounting and a one-semester course in cost accounting at the undergraduate level. This examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from two major areas: *financial accounting,* including accounting theory and valuation, and business enterprise reporting; and *cost accounting,* including cost classification and measurement, planning and control, and product cost. It requires the ability to solve financial and cost accounting problems and to prepare financial budgets and statements.

Accounting: Level III

12 Credits

(Administered nationwide)

The Accounting: Level III Regents External Degree Examination includes three separate three-hour examinations based on material normally taught in a sequence of courses required for a major in accounting at the undergraduate level. ***All three examinations must be completed successfully in order to obtain credit for Accounting Level III.*** They may be taken at the same or at different test administrations, and if at different administrations may be taken in any order.

The examinations demand a sophisticated, in-depth approach to questions involving the interpretation and integration of data, as well as the ability to defend a point of view and evaluate alternative courses of action in resolving problems. Content descriptions for each of these examinations are outlined below. These examinations contain only essay questions.

Acounting: Level III, Area I

(Administered nationwide)

The Accounting: Level III, Area I Regents External Degree Examination measures knowledge and understanding of content from two major areas: business law and federal income taxation. Questions in business law deal with contracts, business organizations, federal legislation, and special areas. Application and interpretation of content in specific situations is required. Federal income taxation questions are based upon taxable income, deductions, exemptions, and income tax as applied to individuals, corporations, and partnerships. In order to pass the examination a passing grade must be obtained in *both* the business law *and* the federal income taxation sections at the same test administration.

Accounting: Level III, Area II

(Administered nationwide)

The Accounting: Level III, Area II Regents External Degree Examination measures knowledge and understanding of content from two major areas:

auditing, and cost analysis. Questions in auditing deal with generally accepted auditing standards, special audit situations, and current issues in the field. Cost analysis questions deal with cost classification and measurement, cost accumulation, planning, control, and decision-making. In order to pass the examination, a passing grade must be obtained on *both* the auditing *and* cost analysis sections at the same test administration.

Accounting: Level III, Area III

(Administered nationwide)

The Accounting: Level III, Area III Regents External Degree Examination measures knowledge and understanding of advanced accounting theory and special topics. Questions deal with accounting theory, valuation, business enterprise reporting, nonbusiness enterprise entities, income concepts, valuation bases, and measurements. Special topics include the application of accounting principles and procedures to situations involving various types of business organizations, estates, trusts, funds, and financial statements.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Offices for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Business Environment and Strategy — 6 Credits

(Administered nationwide)

The Business Environment and Strategy Regents External Degree Examination is based on material normally taught in advanced courses dealing with business and society, business-government relations, business policy, and/or business strategy at the undergraduate level. The examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from two major areas: the relationship between the manager and his environment, and the formulation of corporate policy and strategy. It requires an ability to integrate facts and concepts from various areas of study emphasized in business administration programs, as well as an ability to support a particular course of action in response to a variety of case incidents presented for analysis.

Finance: Level I — 9 Credits

(Administered nationwide)

The Finance: Level I Regents External Degree Examination is based on material normally taught in a sequence of introductory courses in finance and related subjects at the undergraduate level. This examination contains only objective questions.

The examination measures knowledge and understanding of content from two major areas: money and banking, and corporation finance. The money and banking area includes money and credit, financial institutions, credit creation and control, monetary theory, and elements of international finance. The corporation finance area includes functions and concepts of financial management, tools of analysis, management of assets (concepts, not formal mathematical models), management of liabilities (concepts only), equity capital, present value and capital budgeting, and cost of capital. The Finance Level I Regents External Degree Examination requires an understanding of the principles of macroeconomics and microeconomics, and an ability to solve computational problems.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Finance: Level II — 9 Credits

(Administered nationwide)

The Finance: Level II Regents External Degree Examination is based on material normally taught in two or three intermediate courses in finance at the undergraduate level. This examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from three major areas: advanced corporation finance, security analysis and portfolio management, and financial institutions and markets. The advanced corporation finance area includes capital budgeting, cost of capital, valuation of financing instruments and working capital management. The security analysis and portfolio management area includes objectives of security analysis and portfolio management, security analysis, security markets, and portfolio management. The financial institutions and markets area includes the role of financial institutions and markets in the economy, management of assets and liabilities of financial institutions, money and capital markets, and interest rate determination. The Finance Level II Regents External Degree Examination requires the ability to solve computational problems and to respond to structured essay questions.

Finance: Level III — 12 Credits

(Administered nationwide)

The Finance: Level III Regents External Degree Examination is based on material normally taught in a sequence of courses composing a major in finance at the undergraduate level. The examination contains only essay questions.

The examination measures knowledge and understanding of content from three major areas: advanced corporation finance, financial institutions and markets, and security analysis and portfolio management. The advanced corporate finance area includes investment decisions; value, cost, and capital structure; and financial planning and analysis.

The financial institutions and markets area includes management of assets, money and capital markets, interest rate determination, government regulation, and international considerations, security analysis, tools of security analysis, and types of securities. The examination requires the ability to evaluate alternative solutions to current financial problems, and to apply analytic tools and measures of financial performance.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

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Management of Human Resources: Level I 6 Credits

(Administered nationwide)

The Management of Human Resources: Level I Regents External Degree Examination is based on material normally taught in an introductory two-semester sequence of courses in management of human resources at the undergraduate level. This examination contains only objective questions.

The examination measures knowledge and understanding of human relations as applied to individual and group behavior; organization dynamics, organizational development; functions of management; and the development of management thought, including the scientific management movements, the human relations school, the labor union movement, the integrative movement, the participative movement, and the systems approach. The examination content is concerned with the study of human relations and *not* with a description of various personnel functions.

Management of Human Resources: Level II 9 Credits

(Administered nationwide)

The Management of Human Resources: Level II Regents External Degree Examination is based on material normally taught in such courses as Management and Organization Analysis, Group Behavior, Personnel Administration, Industrial Relations, and Behavioral Science in Administration at the undergraduate level. This examination contains both objective and essay questions.

The examination measures comprehensive knowledge and understanding from the following areas: management theories as they relate to management practice, functions of management, individual and group behavior, organizational development, organizational dynamics, personnel administration, and labor relations. It requires the ability to apply factual material to business situations.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Management of Human Resources: Level III 12 Credits

(Administered nationwide)

The Management of Human Resources: Level III Regents External Degree Examination is based on material normally taught in a sequence of courses composing a major in management of human resources at the undergraduate level. This examination contains only essay questions.

The examination measures knowledge and understanding of content from the following areas: evolution of management thought, functions of management, individual and group behavior, organization dynamics, organizational development, and business policy. It requires the ability to analyze business situations, apply relevant theories and practices of management, and evaluate alternative courses of action in avoiding or resolving problems. A knowledge of content from supporting courses in related areas of business is assumed.

Marketing: Level I 3 Credits

(Administered nationwide)

The Marketing: Level I Regents External Degree Examination is based on material normally taught in an introductory one-semester undergraduate course in marketing. This examination contains objective questions only.

The examination measures basic knowledge and understanding of content from the following areas: marketing research, consumer behavior, marketing communications, channels, and logistics. It requires a thorough understanding of the rationales underlying major concepts, and the ability to explain advantages and disadvantages of using various principles and techniques in defined situations. Examination content is concerned with marketing principles, *not* salesmanship or advertising.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Marketing: Level II 9 Credits

(Administered nationwide)

The Marketing: Level II Regents External Degree Examination is based on material normally taught in a sequence of courses composing a minor in the field of marketing at the undergraduate level. This examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from the following areas: marketing research, consumer behavior including personal dimensions and social-cultural dimensions, marketing communications including advertising and personal selling, and distribution including channel policy and logistics. It requires a thorough understanding of the rationales underlying major concepts, and the ability to explain advantages and disadvantages of using various principles and techniques in defined situations.

Marketing: Level III 12 Credits

(Administered nationwide)

The Marketing: Level III Regents External Degree Examination is based on content normally included in a sequence of courses composing a major in marketing at the undergradute level. This examination contains essay questions only.

The examination measures comprehensive knowledge and understanding of diverse concepts in marketing. It further requires that the candidate demonstrate the application of those concepts in resolving a variety of specific problems faced by organizations. The examination emphasizes the marketing management thought process and the ability to deal prudently with strategic issues, tactical decisions, and their implications. As a major part of the examination, an integrative case study requires the analysis of data and situations, and the development and evaluation of courses of action aimed at solving or minimizing problems and at achieving marketing goals.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Operations Management: Level I — 9 Credits

(Administered nationwide)

The Operations Management: Level I Regents External Degree Examination is based on material normally taught in introductory courses in operations management, statistics, and calculus at the undergraduate level. This examination contains objective questions only.

The examination measures knowledge and understanding of content from the areas of production management and management science, including such topics as production system design, forecasting, scheduling techniques, quality control, inventory management, and procurement. It requires an elementary understanding of vectors and matrices, integral and differential calculus, and descriptive and inferential statistics.

Operations Management: Level II — 9 Credits

(Administered nationwide)

The Operations Management: Level II Regents External Degree Examination is based on material normally taught in a sequence of courses composing a minor in the field of operations management at the undergraduate level. This examination contains both objective and essay questions.

The examination measures knowledge and understanding of content from the following areas: production systems design, forecasting techniques, production planning, quality control, inventory management, queuing and statistical decisionmaking. It requires the ability to apply concepts and techniques of operations management to the solution of basic problems typically encountered in the field.

Operations Management: Level III — 12 Credits

(Administered nationwide)

The Operations Management: Level III Regents External Degree Examination is based on material normally taught in a sequence of courses composing a major in the field of operations management at the undergraduate level. This examination contains essay questions only.

The examination measures knowledge and understanding of content from the following areas: production systems design, forecasting, programming and planning, quality control, inventory management, queuing, statistical decisionmaking, and simulation. It requires the ability to demonstrate an integrated approach to the solution of complex problems in these areas and an awareness of the behavioral ramifications of the particular approach chosen.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

CRIMINAL JUSTICE

Two College Proficiency Examinations are offered in the field of Criminal Justice: Introduction to Criminal Justice and Criminal Investigation. These two examinations were developed in response to the changing role of the law enforcement officer and the increasing demand for more qualified individuals in the field of criminal justice. The tests are designed to accelerate the flow of qualified personnel in that area by providing a vehicle for such people to earn college credit for college-level knowledge acquired through experience or independent study. Each examination is 3 hours in length. Like other College Proficiency Examinations, the tests may be used to obtain college credit or to meet Regents External Degree requirements.

Criminal Investigation

3 Credits

(Administered nationwide)

The Criminal Investigation College Proficiency Examination is based on material normally taught in an introductory one-semester course in criminal investigation at the undergraduate level.

The examination measures knowledge and understanding of the elements and techniques of criminal investigation. Questions deal with the following topics: the history of criminal investigation; the role of the criminal investigator; and the elements of investigation including obtaining information, recording information, legal aspects, the crime scene, special investigative techniques, the crime laboratory and courtroom testimony.

Introduction to Criminal Justice

3 Credits

(Administered nationwide)

The Introduction to Criminal Justice College Proficiency Examination is based on material normally taught in an introductory one-semester course in criminal justice at the undergraduate level.

The examination measures knowledge and understanding of content from the following areas: historical development of the criminal justice system; sociological, psychological, and anthropological perspectives on criminal behavior; the nature of crime; crime measurement; social control; the social, economic, and political implications of crime; and the roles of the police, the courts and corrections.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

EDUCATION

College Proficiency Examinations in Education may be taken for college credit and may be applied toward Regents External Degree elective requirements. The examinations are most often used, however, for meeting certain New York State teacher certification requirements.

The examinations in Educational Psychology and the History of American Education are most often used to meet general professional preparation requirements. The examinations in reading are designed to meet certain specific requirements for elementary teacher and reading teacher certification.

Educational Psychology 3 Credits

(Administered nationwide)

The Educational Psychology College Proficiency Examination is based on material normally taught in an introductory one-semester course in educational psychology at the undergraduate level.

The examination measures knowledge and understanding of content from the following areas: theories and principles related to individual growth and development; the influence of social, cultural, and environmental factors; learning and instruction; and educational measurement. Emphasis is placed on knowledge of principles, generalizations, and dominant theories; understanding of their operation in actual practice; and ability to apply them to classroom situations.

History of American Education 3 Credits

(Administered nationwide)

The History of American Education College Proficiency Examination is based on material normally taught in an introductory one-semester course in history of American education at the undergraduate level.

The examination measures knowledge and understanding of content from the following areas: the influence of English-European heritage on American education (1500-1800); education in colonial America (1600-1750); the role of education in the creation of the American nation (1750-1850); education and the search for a new social order (1850-1914); the impact on education of America's role as a world power (1914-1945); and the impact of World War II on education (1945-present).

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

College Proficiency Examinations in Reading

The three College Proficiency Examinations in Reading, Corrective and Remedial Instruction in Reading, Diagnosis and Remediation of Reading Problems, and Reading Instruction in the Elementary School, are designed to accelerate the flow of qualified public school teachers into the reading field. Institutions of higher education may grant college credit on the basis of acceptable grades on these three examinations; however, they are primarily designed to meet the reading content area requirements for reading teacher certification in New York State.

The *Corrective and Remedial Instruction in Reading* and *Diagnosis and Remediation of Reading Problems* graduate-level examinations will partially satisfy reading content area requirements for a New York State reading teacher certificate. These two graduate-level examinations yield graduate credits that may be applied toward meeting specific provisional certification requirements.

Candidates interested in using any College Proficiency Examination in reading to satisfy New York State teacher certification requirements should contact the Teacher Certification Section of the State Education Department to obtain a description of these requirements and to determine if the examination(s) can be applied in their specific cases. (See Part III of this catalog for information on how to obtain specific information on New York teacher certification or New York City teacher licensure requirements.)

Reading Instruction in the Elementary School is a six credit undergraduate-level examination. All individuals seeking elementary school certification (N-6, N-9) on an individual basis need to show evidence of six semester hours of course work in the teaching of reading. Individuals who have prepared in out-of-state programs not included under the Interstate Certification Project, or who have not prepared for certification through an approved teacher education program in New York, can use this College Proficiency Examination to meet the six-credit requirement in reading instruction for New York State elementary teacher certification (N-6, N-9) or to satisfy professional education content requirements for other certification areas. (All other requirements for New York State certification must also be met by candidates planning to teach in this State's public schools.)

Corrective and Remedial Instruction in Reading 9 Credits (graduate)

(Administered nationwide)

The Corrective and Remedial Instruction in Reading College Proficiency Examination is based on material normally taught in a sequence of courses composing a concentration in reading at the master's level. This examination contains only objective questions.

The examination measures knowledge and understanding of all aspects of teaching reading from the primary grades through secondary school. Questions deal with the following content areas from the perspective of a reading teacher: planning programs for pupils, the role of parents, the relationship between the reading teacher and the school support staff, and the personal responsibilities of the teacher. Emphasis is placed on the skills required to conduct or supervise a reading instruction program for all students, including those with unusual reading difficulties, and on those skills needed to serve as a resource person to the general classroom teacher.

This test partially satisfies reading content area requirements for New York State reading teacher certification.

Diagnosis and Remediation of Reading Problems 6 Credits (graduate)

(Administered only in New York)

The Diagnosis and Remediation of Reading Problems College Proficiency Examination is based on material normally taught in a sequence of courses composing a concentration in reading at the master's level. This examination contains only essay questions.

The examination measures the ability to score diagnostic tests as they are being administered, and to interpret data resulting from their administration. It tests the ability to diagnose reading problems on the basis of a variety of data, to analyze reading problems, to plan an instructional program, and to make the preparations needed for program implementation.

The test partially satisfies reading content area requirements for New York State reading teacher certification.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Reading Instruction in the Elementary School 6 Credits

(Administered nationwide)

The Reading Instruction in the Elementary School College Proficiency Examination is based on material normally taught in a two-semester sequence of courses in elementary school reading instruction at the undergraduate level. The examination contains only objective questions.

The examination measures knowledge and understanding of the following content areas from the perspective of an elementary school teacher: foundations of reading, assessment, goalsetting, materials and methodologies, instruction, evaluation, parental role, school support staff, and personal responsibilities of the teacher. Emphasis is placed on the skills required to conduct a classroom reading program.

Successful completion of this examination will fulfill the six semester hours of course work in the teaching of reading requirement for elementary school teacher certification in New York State.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

NURSING

There are both College Proficiency Examinations and Regents External Degree Examinations in the area of nursing.

COLLEGE PROFICIENCY EXAMINATIONS (CPE)

Historically, only limited opportunities have been available for licensed practical nurses and registered nurses to earn credit toward a college associate or baccalaureate degree for previous education and experience. To meet this need, faculty committees representing New York State's baccalaureate and associate schools of nursing developed 5 College Proficiency Examinations in nursing subjects, each of which is 3 hours in length. The CPE's in Fundamentals of Nursing and Maternal and Child Nursing (associate level) are designed primarily to facilitate the advancement of nurses who wish to obtain an associate degree in nursing from a college. The three baccalaureate-level tests—Adult Nursing, Psychiatric-Mental Health Nursing, and Maternal and Child Nursing (baccalaureate level)—are framed primarily for nurses seeking a baccalaureate degree in nursing from a college or university.

Most collegiate schools of nursing and a number of hospital schools of nursing in New York State grant credit or advanced placement for an acceptable performance on one or more of these examinations. Schools of nursing may require evidence of clinical ability before granting credit, or set other requirements for individual candidates. CPE candidates in nursing are advised, before taking a CPE, to check specific credit or advanced placement-granting policies with the dean or department chairperson or director of nursing at the school they will attend.

REGENTS EXTERNAL DEGREE EXAMINATIONS (REDE)

The New York State Regents External Degree Program offers three degrees in nursing: Associate in Applied Science, Associate in Science, and Bachelor of Science. Seven written and one performance Regents External Degree Examinations have been developed for the Associate Degrees in Nursing. These are: Nursing Health Care; Commonalities in Nursing Care—Areas I, II; Differences in Nursing Care—Areas I, II, III; Occupational Strategy; and Clinical Performance. (Candidates in the Regents External Associate Degree nursing programs should not take College Proficiency Examinations in Nursing.) A complete description of the requirements for the Associate Degrees in Nursing can be found in the Degree Programs section of this catalog.

Five written and three performance examinations have been developed for the Bachelor of Science (nursing) degree. The written examinations are: Health Restoration I-II, Health Support I-II, and Professional Strategies. The three performance examinations are the Clinical Performance in Nursing Examination, The Health Assessment and Teaching Performance Examination, and the Professional Performance Examination. Candidates can begin work towards meeting these requirements in a variety of ways described in the Bachelor of Science (nursing) segment of the Degree Programs section of this catalog.

The Regents External Degree Nursing Examinations may also be used for advanced placement in the nursing programs of other colleges.

Information on the administration of the Regents External Degree Examinations and College Proficiency Examinations is found in Part III of this catalog.

COLLEGE PROFICIENCY EXAMINATIONS IN NURSING

Adult Nursing (CPE) — 12 Credits

(Administered nationwide)

Please Note: This examination may not be applied toward meeting the Nursing Component requirements for any Regents External Degree in Nursing (See pages 102 and 138).

The Adult Nursing College Proficiency Examination is based on material normally taught in an upper-division sequence of courses in medical-surgical nursing at the baccalaureate level. This examination contains only objective questions.

This written examination concerns itself with the health of adults and with the alterations seen on the health-wellness continuum. Questions are based upon the physiological, psychological, and sociological aspects of regulatory response mechanisms, response to stress, and irreversible physiological dysfunction.

Fundamentals of Nursing (CPE) — 10 Credits

(Administered nationwide)

Please Note: This examination may be applied only as an unrestricted elective in the Regents External B.S. (nursing) degree program. It may not be applied toward meeting the Nursing Component requirements for any Regents External Degree (See pages 102 and 138).

The Fundamentals of Nursing College Proficiency Examination is based on material normally taught in a course in fundamentals of nursing at the associate degree level. It is a written examination.

The examination measures knowledge and understanding of content from the following areas: basic needs; nursing process; nursing practice, including legal implications, and dependent and independent nursing functions; nursing intervention, including such topics as preparation and administration of medications, application of heat and cold, instillations and irrigations, drainage, care of skin and mucous membranes, and interpersonal relations. It requires the ability to recognize and apply principles and theories to a variety of nursing situations.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Maternal and Child Nursing, Associate Degree Level (CPE) 6 Credits

(Administered nationwide)

Please Note: This examination may be applied only as an unrestricted elective in the Regents External B.S. (nursing) degree program. It may not be applied toward meeting the Nursing Component requirements for any Regents External Degree in Nursing (See pages 102 and 138).

The Maternal and Child Nursing, Associate Degree Level College Proficiency Examination is based on material normally taught in a two-semester course in maternal and child nursing at the associate degree level. It is a written examination.

The examination measures knowledge and understanding of terminology, facts, trends, and principles related to the technical nursing care of parents and children from the antepartal period through adolescence, and requires their application in representative nursing situations.

Maternal and Child Nursing, Baccalaureate Degree Level (CPE) 12 Credits

(Administered nationwide)

Please Note: This examination may not be applied toward meeting the Nursing Component requirements for any Regents External Degree in Nursing (See pages 102 and 138).

The Maternal and Child Nursing, Baccalaureate Degree Level College Proficiency Examination is based on material usually taught in an upper-division sequence of courses in maternal and child nursing at the baccalaureate level. It is a written examination.

The examination measures knowledge and understanding of health and illness as it pertains to maternal and child nursing, and to the psychodynamics of family functioning. It requires the ability to apply the nursing process to various situations by assessing variables, developing and implementing a plan of action, and evaluating specific outcomes. Questions relate to the mother, the neonate, the child, the family, and the community.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Psychiatric/Mental Health Nursing (CPE) **6 Credits***

(Administered nationwide)

Please Note: This examination may not be applied toward meeting the Nursing Component requirements for any Regents External Degree in Nursing (See page 102 and 138).

The Psychiatric/Mental Health Nursing College Proficiency Examination is based on material normally taught in an upper-division sequence of courses in psychiatric/mental health nursing at the baccalaureate level. It is a written examination.

The examination measures knowledge and understanding in the areas of personality development, family development, and psychological dysfunctions. It requires the ability to apply principles and theories to nursing practice situations. Questions relating to assessment, planning, intervention, and evaluation are included.

*8 credits for the November 1980 test administration and thereafter.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

REGENTS EXTERNAL DEGREE PROFICIENCY EXAMINATIONS IN NURSING: ASSOCIATE DEGREE LEVEL

The Regents External Degree Examinations in nursing at the associate degree level assess a candidate's mastery of the Nursing Component requirements established for the Associate in Science (nursing) degrees as awarded by the Regents External Degree Program.

The Nursing Component (for both associate degrees) requires seven written examinations based on theory and one clinical performance examination. When considered as a complete series, the examinations correspond to the content typically included in the curricula of accredited associate degree nursing programs. Content is divided among the examinations to reflect the External Degree Nursing Faculty's requirement that Regents External Degree candidates demonstrate competence in four specified academic areas (health, commonalities in nursing care, differences in nursing care, occupational strategy) and in clinical performance. Proficiency in each academic area is assessed by one or more written examinations; proficiency in the clinical setting is measured by a performance examination.

Although developed as part of a unified series, each examination is administered and scored separately, and each is in itself a complete assessment instrument. The individual examinations provide valid and reliable measurement of candidate proficiency relative to a specific portion of the total associate degree nursing curriculum.

Clinical Performance in Nursing

(Administered only in New York State)

A description of this performance examination may be found on page 250.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

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Commonalities in Nursing Care

(Administered nationwide)

The Commonalities in Nursing Care Regents External Degree Examinations measure knowledge and understanding of basic concepts in nursing and nursing care actions common to all people. Questions are based on recurring nursing problems frequently encountered by the associate nurse. The examinations require the candidate to possess the technical vocabulary and have the knowledge of anatomy and physiology, emotional and physical development, pharmacology, and nutrition generally expected of the associate degree nurse.

There are two separate Commonalities in Nursing Care examinations. Both are written examinations.

Commonalities in Nursing Care: Area I — 4 Credits

(Administered nationwide)

The Commonalities in Nursing Care: Area I Regents External Degree Examination considers nursing care of patients which relates to comfort, rest, and activity; nutrition; elimination; and the integument.

Commonalities in Nursing Care: Area II — 4 Credits

(Administered nationwide)

The Commonalities in Nursing Care: Area II Regents External Degree Examination considers nursing care of patients which relates to asepsis; oxygenation; fluid and electrolyte balance; safety; and communication and interpersonal relations.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Differences in Nursing Care

(Administered nationwide)

The Differences in Nursing Care Regents External Degree Examinations measure knowledge and understanding related to the various different health care problems frequently encountered by the technical nurse. Questions are based on the routine and specific manifestations of these problems and the nursing care actions properly associated with them. Questions concern both acute and long-term problems of medical, surgical, psychiatric, obstetric, and pediatric patients. The examinations require the candidate to possess the technical vocabulary and have the knowledge of anatomy and physiology, emotional and physical development, pharmacology, and nutrition generally expected of the associate degree nurse.

There are three separate Differences in Nursing Care examinations. All three are written examinations.

Differences in Nursing Care: Area I — 4 Credits

(Administered nationwide)

The Differences in Nursing Care: Area I Regents External Degree Examination considers nursing care of patients which is related to problems of oxygenation and cell growth.

Differences in Nursing Care: Area II — 4 Credits

(Administered nationwide)

The Differences in Nursing Care: Area II Regents External Degree Examination considers nursing care of patients which is related to problems of behavioral responses and body secretions.

Differences in Nursing Care: Area III — 4 Credits

(Administered nationwide)

The Differences in Nursing Care: Area III Regents External Degree Examination considers nursing care of patients which is related to problems of infection, tissue trauma, and the neuromuscular network.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Nursing Health Care **4 Credits**

(Administered nationwide)

The Nursing Health Care Regents External Degree Examination measures knowledge and understanding of content related to three major areas: the health continuum, including basic human needs and concepts of health-illness; factors affecting health including congenital, psycho-social, economic, and environmental factors; and the health care delivery system, including its development, current practices, and trends. It considers these areas from the perspective of nursing and the role of the technical nurse.

This is a written examination.

Occupational Strategy (Nursing) **4 Credits**

(Administered nationwide)

The Occupational Strategy (Nursing) Regents External Degree Examination measures knowledge of the role of the associate nurse in relation to current health care practice and legal limitations. Questions concern legal, ethical, and educational guidelines for nursing practice; nursing organizations; and the concepts and functioning of the health and nursing teams.

This is a written examination.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations should be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Clinical Performance in Nursing Examination 8 Credits

(Administered only in New York)

Note: The following summary is not a full examination content description, which can be obtained from the Regents External Degree Program Office, but, rather, an abbreviated statement covering the major aspects of the examination.

The Clinical Performance in Nursing Examination (CPNE) Regents External Degree Examination is a 2½ day performance examination administered totally in a general hospital. One test center is in Albany and a second is in the New York City area. The examination is designed to test a candidate's ability to administer competent clinical care to patients, and to test those areas that cannot be evaluated on written examinations. Candidates must be enrolled before they are eligible to take the CPNE and must have completed specified theory examinations. The CPNE is administered throughout the year by appointment and is given primarily on weekends (Friday-Sunday). The examination fee is $350.

The examination includes a maximum of two simulated nursing laboratory situations, three adult Patient Care Situations (PCS's) and two child PCS's. To pass the CPNE each candidate must successfully complete one of the laboratory situations, two of the adult PCS's and one of the child PCS's. The faculty has carefully determined those nursing actions which must be correctly performed by the candidates, including specific actions called Critical Elements. To be successful in a PCS, a candidate must perform with 100% accuracy according to the Critical Elements which are outlined in the "Nursing Process Assessment Guide" section of the CPNE study guide.

Each area of nursing care is specifically defined and all of the Critical Elements for it are listed. Patients are selected because they require these areas of care and candidates are evaluated on the basis of their performance of the Critical Elements. Some areas of care are: Personal Hygiene, Vital Signs, Mobility, Fluids, Suctioning, Irrigations, Surgical Dressings, Medications, Infant Feeding, etc.

Following is an example of an area of nursing care and its Critical Elements:

Area of Care	*Critical Elements*
MEDICATIONS: The administration of drugs by any route: by mouth, intra-muscular, intravenous, subcutaneous, or other routes	1. Secures the correct medication 2. Measures the correct dosage 3. Administers the correct drug to the correct patient 4. Uses the correct route and/or site for administering the medication 5. Administers the medication within ½ hour of the scheduled time 6. If IV medication: a. Clears air from tubing before initiating flow b. Verifies patency of tube before initiating flow c. Administers or regulates flow to deliver correct amount in correct period of time 7. Records medications administered on patient's drug chart

An evaluator closely observes each candidate during the administration of all aspects of nursing care. Evaluators are nurse educators who have received special orientation for this role. Since this is a performance examination, evaluators will judge the candidate's actions according to the Nursing Process Assessment Guide. Candidates will not be asked to explain their actions except as specified on the Nursing Care Plan.

Laboratory Simulation

In the laboratory portion of the examination the candidate simulates the preparation and administration of IV, IM, and oral medications and the application of a sterile dressing. An evaluator observes all aspects of the simulations, using the same Critical Elements as are in the Patient Care Situations.

The Patient Care Portion of the Examination

The candidate will be required to successfully plan, implement and evaluate complete nursing care for a minimum of three patients (two adults and one child), and a maximum of five patients (three adults and two children). Planning consists of writing a Nursing Care Plan (NCP), which requires listing the patient needs for nursing care, specifying priorities for nursing care. Only after the NCP is approved by the evaluator, may the candidate begin to implement the nursing care required by the particular patient. The candidate's evaluation of the care given and revision of the NCP are part of each PCS.

When a candidate fails any critical element or in any way violates principles of asepsis or jeopardizes the physical and/or emotional well-being of the patient, that PCS is terminated and the candidate failed. This degree of stringency is required for the protection of patients and the assurance of quality performance. Candidates are given three opportunities to pass two adult PCS's and two opportunities to pass one child PCS. During the 2½ day examination, each candidate is evaluated by at least three different evaluators to minimize potential bias in the evaluation process.

The CPNE may be taken no more than three times except in highly unusual circumstances. The requirements for reapplication, appeals, and penalties for cancellation are given in the CPNE study guide and are available from program advisors in the central office.

The candidate will know the outcome of the CPNE at the conclusion of the examination:

Schedule

The schedule for the 2½-day examination is as follows:

Day 1—4:30 p.m. - 7:00 p.m.	Orientation to examination and hospital units; Lab 1
Day 2—7:30 a.m. - 1:30 p.m.	PCS 1 and 2
2:30 p.m. - 3:30 p.m.	Lab 2 (if needed)
Day 3—7:30 a.m. - 4:30 p.m.	PCS 3-5

Study Guide

The candidate Study Guide specifies all areas of nursing care that may be selected, all critical elements, and all rules and regulations pertaining to the CPNE. It also includes suggestions on methods of preparation for the examination. The Study Guide is available to enrolled candidates on request from the Regents External Degree Program Office.

REGENTS EXTERNAL DEGREE PROFICIENCY EXAMINATIONS IN NURSING:
BACCALAUREATE DEGREE LEVEL

The Regents External Degree Examinations in nursing at the baccalaureate degree level assess a candidate's mastery of the Nursing Component requirements established for the Bachelor of Science (nursing) degree as awarded by the Regents External Degree Program.

The Nursing Component requires five written examinations based on theory and three nursing performance examinations. When considered as a complete series, the examinations correspond to the content typically included in the curricula of accredited baccalaureate degree nursing programs. Content is divided among the examinations to reflect the External Degree Nursing Faculty's requirement that Regents External Degree candidates demonstrate mastery in three specified academic areas (health support, health restoration, and professional strategies) and in three specified professional competency areas (clinical performance, health assessment and teaching performance, and professional performance). Proficiency in each academic area is assessed by one or more written examinations; proficiency in each professional competency area is assessed by a designated performance examination.

Although developed as part of a unified series, each examination is administered and scored separately, and is in itself a complete assessment instrument. Individual examinations provide valid and reliable measurement of candidate proficiency relative to a specific portion of the total baccalaureate degree nursing curriculum.

Clinical Performance in Nursing Examination (CPNE) 8 Credits

(Administered only in New York)

A description of this performance examination may be found on page 256.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Health Assessment and Teaching Performance Examination (HATPE) — 8 Credits

(Administered only in New York)

A description of this performance examination may be found on pages 259-261.

Health Restoration Examinations

(Administered nationwide)

The Health Restoration Regents External Degree Examinations measure knowledge and understanding of major health problems and the appropriate nursing actions related to those health problems. Situations are considered in which the individual, the family, and the community are variously regarded as the client.

The examinations test the candidate's ability to assess a client's status, and to plan, implement, and evaluate nursing actions. Questions emphasize nursing actions related to cure, alleviation, restoration, adaptation, and rehabilitation.

The examinations require the candidate to possess the technical vocabulary and to have the knowledge of anatomy and physiology, human development, pharmacology, and nutrition generally expected of the baccalaureate degree nurse.

There are two separate Health Restoration examinations. Both are written examinations.

Health Restoration: Area I — 4 Credits

(Administered nationwide)

The Health Restoration: Area I Regents External Degree Examination considers nursing action related to major health problems in the following areas: cardiovascular problems, respiratory problems, neoplasms, accidents, endocrine and metabolic disorders, and autoimmune disorders.

Health Restoration: Area II — 4 Credits

(Administered nationwide)

The Health Restoration: Area II Regents External Degree Examination considers nursing action related to major health problems in the following areas: emotional disorders; neurological and sensory disorders; inflammations, infections, and communicable diseases; pregnancy and the high risk neonate; birth defects and genetic problems; malnutrition; and ecological crisis.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Health Support Examinations

(Administered nationwide)

The Health Support examinations measure knowledge and understanding of the factors which influence a client's wellness, and of the nursing actions appropriate to support the client's maximum wellness. Factors which relate to the client's activity, sustenal, developmental, and sociological patterns are considered. Situations are presented in which the individual, the family and the community are variously regarded as the client.

The examinations test the candidate's ability to analyze the relationship of various patterns to the client's wellness, to formulate a nursing plan based on a nursing diagnosis, to implement a nursing plan, and to evaluate the effectiveness of a nursing plan. Questions emphasize nursing actions related to prevention, teaching and counseling, screening and early detection. The examinations require the candidate to possess the technical vocabulary and to have the knowledge of anatomy and physiology, human development, pharmacology, and nutrition generally expected of the baccalaureate degree nurse.

There are two separate Health Support Examinations. Both are written examinations.

Health Support: Area I — 4 Credits

(Administered nationwide)

The Health Support: Area I Regents External Degree Examination considers the nature and variety of possible client patterns, the interactions of various patterns within a client, and the ways in which patterns may adversely affect client wellness.

Health Support: Area II — 4 Credits

(Administered nationwide)

The Health Support: Area II Regents External Degree Examination considers those patterns which place the client at high risk for major health problems.

Professional Performance Examination (PPE) — 12 Credits

(Administered only in New York State)

A description of this performance examination may be found on pages 262-264.

Professional Strategies (Nursing) — 4 Credits

(Administered nationwide)

The Professional Strategies (Nursing) Regents External Degree Examination measures knowledge of law, ethics, standards of practice, history, and current methods of health care delivery as they relate to the practice of professional nursing. Questions concern the development of the nursing profession, nursing organizations, professional practice, legal and legislative aspects of the health care delivery system, and the professional role within the occupation of nursing.

This is a written examination.

THE BACCALAUREATE NURSING PERFORMANCE EXAMINATIONS

Clinical Performance in Nursing Examination (CPNE) 8 Credits

(Administered only in New York)

Note: The following summary is not a full examination content description, which can be obtained from the Regents External Degree Program Office, but, rather, an abbreviated statement covering the major aspects of the examination.

The Clinical Performance in Nursing Examination (CPNE) Regents External Degree Examination is a 2½ day performance examination administered totally in a general hospital. One test center is in Albany and a second is in the New York City area. It is designed to test a candidate's ability to administer competent clinical care to patients, and to test those areas that cannot be evaluated on written examinations. Candidates must be enrolled before they are eligible to take the CPNE. The CPNE is administered throughout the year by appointment and is given primarily on weekends (Friday-Sunday). The examination fee is $350.

The examination includes a maximum of two simulated nursing laboratory situations, three adult Patient Care Situations (PCS's) and two child PCS's. To pass the CPNE each candidate must successfully complete one of the laboratory situations, two of the adult PCS's and one of the child PCS's. The faculty has carefully determined those nursing actions which must be correctly performed by the candidates, including specific actions called Critical Elements. To be successful in a PCS, a candidate must perform with 100% accuracy according to the Critical Elements which are outlined in the "Nursing Process Assessment Guide" section of the CPNE study guide.

Each area of nursing care is specifically defined and all of the Critical Elements for it are listed. Patients are selected because they require these areas of care and candidates are evaluated on the basis of their performance of the Critical Elements. Some areas of care are: Personal Hygiene, Vital Signs, Mobility, Fluids, Suctioning, Irrigations, Surgical Dressings, Medications, Infant Feeding, etc.

Following is an example of an area of nursing care and its critical elements:

Area of Care	*Critical Elements*
MEDICATIONS: The administration of drugs by any route: by mouth, intramuscular, intravenous, subcutaneous, or other routes	1. Secures the correct medication 2. Measures the correct dosage 3. Administers the correct drug to the correct patient 4. Uses the correct route and/or site for administering the medication 5. Administers the medication within ½ hour of the scheduled time 6. If IV Medication: a. Clears air from tubing before initiating flow b. Verifies patency of tube before initiating flow c. Administers or regulates flow to deliver correct amount in correct period of time 7. Records medications administered on patient's drug chart

An evaluator closely observes each candidate during the administration of all aspects of nursing care. Evaluators are nurse educators who have received special orientation for this role. Since this is a performance examination, evaluators will judge the candidate's actions according to the Nursing Process Assessment Guide. Candidates will not be asked to explain their actions except as specified on the Nursing Care Plan; specified theory examinations must be completed prior to taking the CPNE.

Laboratory Simulation

In the laboratory portion of the examination the candidate simulates the preparation and administration of IV, IM, and oral medications and the application of a sterile dressing. An evaluator observes all aspects of the simulations, using the same Critical Elements as are in the Patient Care Situations.

The Patient Care Portion of the Examination

The candidate will be required to successfully plan, implement, and evaluate complete nursing care for a minimum of three patients (two adults and one child), and a maximum of five patients (three adults and two children). Planning consists of writing a Nursing Care Plan (NCP), which requires listing the patient needs for nursing care, specifying priorities for nursing care. Only after the NCP is approved by the evaluator, may the candidate begin to implement the nursing care required by the particular patient. The candidate's evaluation of the care given and revision of the NCP are part of each PCS.

When a candidate fails any critical element or in any way violates principles of asepsis or jeopardizes the physical and/or emotional well-being of the patient, that PCS is terminated and the candidate failed. This degree of stringency is required for the protection of patients and the assurance of quality performance; candidates are given three opportunities to pass two adult PCS's and two opportunities to pass one child PCS. During the 2½-day examination, each candidate is evaluated by at least three different evaluators to minimize potential bias in the evaluation process.

The CPNE may be taken no more than three times except in highly unusual circumstances. The requirements for reapplication, appeals and penalties for cancellation are given in the CPNE study guide and are available from program advisors in the central office.

The candidate will know the outcome of the CPNE at the conclusion of the examination.

Schedule

The schedule for the 2½-day examination is as follows:

Day 1—4:30 p.m. - 7:00 p.m.	Orientation to examination and hospital units; Lab 1
Day 2—7:30 a.m. - 1:30 p.m.	PCS 1 and 2
2:30 p.m. - 3:30 p.m.	Lab 2 (if needed)
Day 3—7:30 a.m. - 4:30 p.m.	PCS 3-5

Study Guide

The candidate Study Guide specifies all areas of nursing care that may be selected, all critical elements, and all rules and regulations pertaining to the CPNE. It also includes suggestions on methods of preparation for the examination. The Study Guide is available to enrolled candidates on request from the Regents External Degree Program Office.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Health Assessment and Teaching Performance Examination (HATPE) 8 Credits

(Administered only in New York State)

The Health Assessment and Teaching Performance RED Examination is divided into two separate sections: Part I—Health Assessment and Part II—Teaching. The two sections of this performance examination may be administered as one examination requiring one appointment, unless one part has been waived by previous course work. Special appointments will be made for candidates who waive either part of the examination.

PART I—Health Assessment Component 6 Credits

This portion of the examination evaluates the candidate's ability to perform a comprehensive assessment of a generally healthy client. The purpose of health assessment is to gather client-related data in an organized, systematic way so as to identify actual or potential health problems, and to assist the client to maintain an optimum level of wellness. It includes a health history, physical examination and a summary and analysis of the data. Candidates also are tested on their ability to identify normal and abnormal heart and breath sounds, reproduced on an audio tape for purposes of this simulated portion of the test.

The history interview conducted by the candidate is tape recorded; if discrepancies appear in the written history report the tape is used to verify the client's comments. During the physical examination the evaluator remains with the candidate at all times to document performance of all critical elements. Since this is a *performance* examination candidates are not asked to orally explain their actions. After the history and physical examination portions of the examination are completed the candidate is required to complete the recording of all data and to analyze it, on the form provided, using a specified format. Five hours is allowed for the four sections of Part I of the examination.

To pass the examination, the candidate must complete all of the critical elements listed in the examination study guide. The history includes such typical sections as: reason for contact, the exploration of current health status, family health history and review of systems. The physical examination includes four areas that are required of all candidates: general survey, heart, chest and lungs, and abdomen. A random selection of two other areas also will be tested, including such areas as: cranial nerves, reflexes, head and neck and circulatory status. Candidates will be tested on a random sample of areas and therefore should be prepared to meet critical elements in every area.

EXAMPLE: The following is an example of an area in the physical examination and its related critical elements.

ABDOMEN

Definition:

The examination of the abdomen includes the assessment of external structures, the inguinal areas, the size and position of the liver and the presence of gross abnormalities in the abdominal area.

Critical Elements:

1. Inspects abdomen for contour and lesions (including surgical scars).
2. Listens for the presence of bowel sounds using a stethoscope.
3. Percusses all 4 quadrants of abdomen using mediate percussion technique.
4. Performs deep palpation to identify the inferior border of the liver while the client takes deep breaths.
5. Performs palpation over the 4 quadrants to determine the presence and location of tenderness and/or masses.
6. Records data required by the above critical elements including positive and negative findings.

PART II – Teaching Component 2 Credits

This portion of the examination tests a candidate's ability to identify a client's learning needs, the objectives, content and methodology to be used for the brief teaching episode, and to present the material in a live situation. The candidate also must evaluate and record the outcome of the teaching-learning episode.

The content to be taught will focus on an aspect of health related to the learning needs of the client rather than to techniques requiring the manipulation of equipment. Content areas may include such topics as: nutritional needs, lack of understanding of birth control, hazards of smoking, and needs for understanding a given health problem. After a brief interview with the client the candidate is required to meet the designated critical elements during the one hour which is allowed for this portion of the examination.

Administration

The HATPE is administered by appointment only to candidates enrolled in the B.S. (nursing) program, and requires one full day. It is administered primarily on weekends, at testing centers designated on the application form. Candidates are expected to make their own travel and lodging arrangements. The fee for this one day examination is $275, and is non-refundable.

Part I – Health Assessment and Part II – Teaching each may be waived if the designated criteria are met. Courses submitted for waiver will be reviewed on an individual basis by the B.S. (nursing) Transcript Evaluation Subcommittee. Arrangements will be made for candidates who waive one part of the Health Assessment and Teaching Performance Examination but are required to take the other.

Each part of the examination may be taken a maximum of three times, each by scheduled appointment. Details related to repeating the examination are explained in the candidate study guide.

Study Guides

The examination study guide outlines all essential information for each part of this performance examination, including the content categories, critical elements, rules and regulations pertaining to the administration, suggested bibliography and methods of preparation. The study guide is available free of charge to enrolled candidates on request from the Regents External Degree Program Office.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

Professional Performance Examination — 12 Credits

(Administered only in New York)

General Information

The Professional Performance Examination (PPE) is a two day, simulated test based on videotapes which were produced specifically for this purpose. It tests the application of knowledge related to the following dimensions of professional nursing practice: Management of Client Care, Leadership, Collaboration, Research Process in Practice, Relating with Others and Clinical Decision-Making. This performance examination focuses on a sample of complex nursing situations expected to occur in a variety of health care settings, including hospitals, extended care facilities, nursing homes, public health agencies, homes, schools, and housing units. Each videotaped situation depicts a client with a health care need related to one or more major health problems. The client may be an individual, a family, a group or a community; the situations presented require the candidate to apply knowledge of nursing and related arts and sciences as well as that required to perform the specific dimensions of practice being tested.

The PPE consists of four clusters of vignettes; each cluster presents an introductory core of information related to the setting and 3 separate vignettes, each of which tests one of the dimensions of practice. For example, the introductory core might depict a hospital in a large metropolitan area and the three dimensions of practice to be tested might be Collaboration, Management of Client Care and Leadership. The three specific vignettes of client situations all relate to the setting described in the introductory core. The combination of dimensions included in each cluster varies, as does the client, the major health problem, the kind of health care facility, and the geographic characteristics. All four clusters must be taken in the test to assure that candidates are able to meet the critical elements for each dimension in a variety of situations. Each vignette which simulates some aspect of actual practice of professional nursing, presents visual and verbal cues essential to the examination. Candidates are expected to observe and to integrate these cues and to respond to the critical elements based on theory of nursing and nursing process, use of resources, and knowledge of performance requirements of the dimensions of practice. The candidate taking the examination is expected to assume the role of a beginning B.S. (nursing) graduate in responding to the items.

As with the other performance examinations, the stated critical elements (for a stated number of vignettes) must be met with 100% accuracy. Failure to meet the critical elements for the specified dimensions of practice means failure of the *entire* examination. Candidates may repeat this (and other performance) examinations twice, for a total of three opportunities. Those who do not pass in three times will have their enrollment in the program terminated. (A detailed policy statement is available on request.)

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Example: The definition and critical elements for the dimension of practice entitled "Management of Client Care" follows.

Management of Client Care

Definition:

Management of client care is the application of the nursing process to promote, maintain and restore health. The competencies include case-finding, assessing individual and/or family needs, organizing data, determining health care goals, identifying options, planning strategies, and modifying the plan based on changes in the situation. The candidate is expected to manage independently both structured and unstructured situations presented in the vignettes. The candidate is not expected to physically implement the plan of care.

Critical Elements:

1. Identifies the client (individual, family or group).
2. Identifies one health care need of immediate concern in the client's care.
3. Lists two cues from the vignette used to identify the health care need.
4. Identifies one short term and one long term client-centered goal related to the need identified to be discussed with the client.
5. Lists two resources related to the specific situation that would be helpful in achieving the identified short and long term goals (including personal resources and/or community agencies or services).
6. Writes a plan outlining the activities to achieve short and long term goals including aspects to promote, maintain and restore health.
7. Gives logical explanation for the activities selected in the plan.
8. Lists three ways to determine client's participation in the plan.
9. Describes two changes in client status over time.
10. Modifies or justifies plan based on changes in the client's status.

Administration

The Professional Performance Examination is administered by appointment only and requires two consecutive days. To be eligible to take this examination, candidates must be enrolled in the Regents External Degree—B.S. (nursing) Program and must have completed *ALL* other requirements in the Nursing Component. This examination *will not* be waived under any circumstances.

Test Centers and Fee

The examination initially will be administered in Albany, New York and subsequently at other test centers to be established both in and outside New York State. Candidates are expected to make their own travel and lodging arrangements; however, related information is mailed along with application forms. The fee for the two-day examination is $400, and is non-refundable.

Study Guides

The examination study guide outlines all essential information, including the content categories, critical elements, rules and regulations pertaining to the administration, suggested bibliography and methods of preparation. The study guide is available free of charge to enrolled candidates on request from the Regents External Degree Program Office.

Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.

Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

SECRETARIAL SCIENCE

College Proficiency Examinations in Secretarial Science may be applied toward undergraduate college credit at colleges and universities. They may also be used to satisfy Regents External Degree elective requirements. Examinations are currently available in typewriting.

College Proficiency Examinations in Introductory Typewriting and Intermediate Typewriting are equivalent to first and second semester college courses in that subject. While the types of exercises and products required on the two examinations are similar, the level of efficiency is higher for the Intermediate examination than for the Introductory examination. A special test application will be required. Write to the College Proficiency Examination Program Office for complete details.

Intermediate Typewriting — 6 Credits*

(Administered only in New York)

The Intermediate Typewriting College Proficiency Examination is based on the intermediate skills and knowledge of typing usually developed in a second-semester course in typewriting. This is a performance examination.

The examination requires candidates to demonstrate speed and accuracy in a timed writing. It also measures the ability to interpret proofreading marks and to produce material which is neat, correct and arranged in proper format. Typing products required of the candidate are of a more complex nature than those required as part of the Introductory Typewriting examination.

Introductory Typewriting — 3 Credits

(Administered only in New York)

The Introductory Typewriting College Proficiency Examination is based on the rudimentary skills and knowledge of typing usually developed in an introductory one-semester course in typewriting. This is a performance examination.

The examination requires candidates to demonstrate speed and accuracy in straight-copy typing, and the ability to produce material which is neat, correct, and arranged in proper format. Required products include an unarranged letter, a tabulation, a memorandum, and a rough-draft manuscript.

> Further information on College Proficiency and Regents External Degree Examinations may be found in the chart on pages 218-220 in Part III of this catalog.
>
> Content outlines and Study Guides for all CPE and RED Examinations may be ordered from the College Proficiency—Regents External Degree Program Office for those wishing to be tested in New York State; those wishing to be tested outside New York should contact ACT PEP, P.O. Box 168, Iowa City, IA 52243.

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* Includes 3 semester hours of credit for Introductory Typewriting, if not already taken. If Introductory Typewriting has already been taken, only 3 semester hours of credit will be given for passing this test.

SPECIAL ASSESSMENT

(Administered only in New Yor[illegible]

Special Assessment is an individualized examination of a candidate's knowledge in a single college-level subject area.

Further information on this testing procedure may be found in the "Ways of Earning Credit" section of this catalog on pages 16-47.

UNDERGRADUATE ASSESSMENT PROGRAM (UAP) FIELD TESTS

(Administered only in New York)

Undergraduate Assessment Program (UAP) Field Test examinations, developed and maintained by the Educational Testing Service of Princeton, New Jersey, are administered in New York State by the Regents External Degree Program.

The Undergraduate Assessment Program Field Tests measure knowledge equivalent to that of a student majoring in one of the following subjects who has completed several courses in that field. For information on the use of UAP Field Tests for meeting Regents External Degree requirements, see the subsection titled "Proficiency Examinations," of the catalog section on "Ways of Earning Credit."

30 Credits

Biology
Business (1)
Chemistry
Education
Engineering
French
Geography
Geology
German
History
Literature
Mathematics
Music
Philosophy
Physical Education (2)
Physics
Political Science
Psychology
Spanish

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(1) Satisfies all Core requirements for the General Business Option of the B.S. (business) degree except for Operations Management, Business Policy, and Mathematics.

(2) The UAP Field Test in Physical Education may be used as elective credit for degrees in arts and sciences. Regular college courses in physical education can only be counted if they have a classroom component with a theoretical base. Activities courses in physical education are not acceptable in transfer to the Regents External Degree Program.

PART V: SOURCES OF INFORMATION ON INDEPENDENT STUDY, EXTERNAL AND OTHER NONTRADITIONAL DEGREE PROGRAMS

Some Other New York Colleges and Universities with Independent Study, External, or Nontraditional Degree Programs

Because of the increasing numbers of individuals who wish to obtain college credit for independent study, and the pressing need to develop alternate routes toward obtaining postsecondary education, growing numbers of colleges are now offering special degree programs and other educational opportunities to meet the needs of mature persons seeking college degrees. Included among these postsecondary institutions are many of the two-year colleges in New York State. Some of the main features of these programs are:

- Preadmission counseling to evalute applicants' backgrounds and experiences in order to place them at appropriate levels in college;
- Courses geared to interests of adults in content and approach; and,
- Program formats and schedules geared to the convenience of individuals having responsibilities to job, family, and community. Some programs provide for this through evening seminars; some through various types of off-campus study. In these instances, residence requirements are either totally abolished or kept at a minimum.

EMPIRE STATE COLLEGE

Empire State College of the State University of New York (SUNY) is a nonresidential college that offers nontraditional, individualized programs of study that are developed according to students' particular interests and educational needs.

Under the guidance of an ESC faculty "mentor," a student draws up a "learning contract" which outlines goals and topics of study. A learning contract may include one or more of the following methods of study: independent study under the guidance of a mentor; formal course work at another college; travel; independent research; correspondence or media courses designed for self-study.

A wide variety of academic offerings are available at the college's 13 learning centers and units that are spread across New York. Admission is monthly throughout the year. Bachelor and Associate degrees are awarded.

Empire State College also coordinates SUNY's Independent Study Program which offers 106 correspondence courses in 14 fields of study. Those interested in the SUNY-wide program may enroll at Empire State College or at any other participating State University campus.

For further information or applications contact:

Director of Admissions
Empire State College
State University of New York
2 Union Avenue
Saratoga Springs, New York 12866

THE REGIONAL LEARNING SERVICE OF CENTRAL NEW YORK, INC.

The Regional Learning Service assists people interested in independent study and off-campus degree programs. It does not award degrees itself; it helps people to find enrichment in all educational resources and to earn academic certification from the Regents External Degree Program, Empire State College of the State University of New York, colleges and universities in Central New York, and others. RLS facilitates educational use of formal and informal learning opportunities in colleges and universities, in business and industry, in trade unions and vocational institutes, in cultural and social agencies, in libraries and laboratories, and in mass media and home study programs.

Learning consultants of RLS provide personalized support to independent students in Central New York of all ages and educational levels. In a variety of individual and small group settings, learning consultants assist people:

1. To develop realistic occupational and educational goals.
2. To assess their standing in relation to these goals.
3. To select the courses, tutors, and other educational options in the region most appropriate to their goals, educational needs, learning styles, personal schedules, and economic situations.
4. To prepare for State and national examinations relevant to their academic progress.
5. To receive academic credit for learning they achieve through study, work, and life experiences outside of academic institutions.
6. To continue their learning efforts until their educational goals are reached.

The Regional Learning Service is a not-for-profit community-based organization which provides educational and career information and counseling services to adult residents of Central New York.

For information write:

Executive Director
Regional Learning Service of Central New York, Inc.
405 Oak Street
Syracuse, New York 13203 or telephone (315) 425-5252

OTHER NONTRADITIONAL DEGREE PROGRAMS

Many colleges and universities in New York State offer weekend, time-shortened or other nontraditional degree programs designed to meet the needs and time schedules of working adults. You should check with your local college or your State Education Department for such programs in your area. Those who live in states other than New York may write to the following institutions, among others:

Board of State Academic Awards
340 Capital Avenue
Hartford, CT 06115

College of Liberal Studies
University of Oklahoma
1700 Asp Avenue
Norman, OK 73037

Thomas A. Edison College
Forrestal Center
Forrestal Road
Princeton, NJ 08540

University of Mid-America
1600 North 33rd Street
Box 82006
Lincoln, NE 63501

University Without Walls Program
Union for Experimenting Colleges & Universities
930 Corry Street
Yellow Springs, OH 45387

DEGREE CREDIT CORRESPONDENCE COURSES

Many colleges and universities across the country offer correspondence courses for degree credit which are acceptable toward Regents External Degree requirements. A list of these schools and the courses they offer is available from:

The National University Extension Association
Book Order Department
P. O. Box 2123
Princeton, NJ 08540

Ask for the "Guide to Independent Study Through Correspondence Instruction," which costs $2.00.

The State University of New York also offers credit bearing correspondence courses. Empire State College coordinates these offerings for the entire State University system. For information write to:

Independent Study Program
Center for Distance Learning
Empire State College
2 Union Avenue
Saratoga Springs, NY 12866

In addition, the Committee on Institutional Cooperation, a consortium of major midwestern universities, has evaluated correspondence courses of member institutions in terms of Regents External Degree requirements. Brochures outlining how these courses can meet external degree requirements in (1) general education and (2) business are available either from the Regents External Degree offices in Albany or from:

The Committee on Institutional Cooperation
820 Davis Street
Suite 130
Evanston, IL 60201

(Includes the Universities of Illinois at Urbana-Champaign, Iowa, Michigan, Minnesota, Wisconsin-Extension, and Indiana.)

NONTRADITIONAL TESTING PROGRAMS

New York College Proficiency Examinations and Regents External Degree Examinations are available at military installations as ACT PEP tests under the auspices of DANTES. College-Level Examination Program (CLEP), General and Subject Examinations (described in the section of this catalog titled, "Ways of Earning Credit"), and Department of Defense Subject Standardized Tests (DSST's) are currently offered through DANTES.

All service personnel on active duty as well as veterans undergoing treatment in Veterans Administration hospitals are eligible to take any available test administered through the military.

Military personnel who desire to take DANTES tests should contact their Education Services Officer at their installations for counseling.

Two nontraditional testing programs offering opportunities to earn college credit through examination are:

1. *The College-Level Examination Program (CLEP).*

   A national proficiency examination program called the College-Level Examination Program of the College Entrance Examination Board administers examinations every month at many testing centers throughout New York State and the United States. The College-Level Examination Program offers General Examinations and Subject Examinations similar to those offered by the College Proficiency Examination Program. (See pages 23-25 and 188-191 of this catalog.)

   The CLEP tests can be used to satisfy Regents External Degree requirements and many colleges will also recognize performance on these tests. The candidate should check with the Director of Admissions or other personnel at the college or university from which he or she wishes to receive credit.

   For information on CLEP write to:

   College-Level Examination Program
   Box 182
   Princeton, NJ 08540

2. *Defense Activity for Non-Traditional Education Support (DANTES).*

   Since July of 1974, the Defense Activity for Non-Traditional Education Support (DANTES) has taken over many of the testing and educational support activities of the United States Armed Forces Institute (USAFI). The DANTES program also provides the record-keeping and transcript service formerly provided by USAFI. (See pages 27-29 of this catalog for further information.)

SOURCES OF INFORMATION ON INDEPENDENT STUDY, EXTERNAL AND OTHER NONTRADITIONAL DEGREE PROGRAMS

Bear, John. *A Comprehensive Guide to Alternative Degree Programs.* Rafton & Bear. Drawer H., Little River, California 95456, 1978.

Blaze, Wayne; Hertzber, Bill; Krantz, Roy; and Lehrke, Al. *Guide to Alternative Colleges and Universities.* Beacon Press, Boston, MA. 1974.

Books to Change Your Future. The University of the State of New York, The State Education Department; Cultural Education Center, Room 5D45, Albany, NY, June 1979.

Defense Activity for Nontraditional Education Support. *Independent Study Catalog Guide to External Degree Programs;* DOD 1322.8-C, Vol. 1; Section 5. Department of Defense, Pensacola, Florida, June 1976. (Available at U.S. military base Education Centers.)

Engdahl, Lilla E. and Shay, Thomas, M., *Extended Degree Programs in the West: Report of a Survey.* Western Interstate Commission for Higher Education, Boulder, Colorado, June 1976.

Gordon, Linda W., and Schub, Judy, H., *On Campus/Off-Campus Degree Programs for Part-time Students.* National University Extension Association, Washington, D.C., 1976.

Guide to Independent Study Through Correspondence Instruction. 1977-1979, National University Extension Association, Washington, D.C., 1977.

A Guide to Educational Programs in Non-Collegiate Organizations. The University of the State of New York, Cultural Education Center, Room 5C85, Albany, NY 12230, 1977 edition, plus 1978 and other supplements.

Guide to External and Continuing Education. Chronicle Guidance Publications, Inc., Moravia, NY 1976.

Guide to Undergraduate External Degree Programs in the United States. American Council on Education, One Dupont Circle, Washington, D.C., 20036, Fall 1979.

Learning Resources Center, Empire State College, SUNY. *Innovative Graduate Programs Directory.* 3rd ed., Empire State College, Saratoga Springs, NY, Nov., 1978.

National Drug Abuse Career Development Center for Human Services, 5530 Wisconsin Avenue, N.W., Washington, D.C., January, 1976; *Directory of External-Degree and Other Non-Traditional Programs.*

The National Guide to Credit Recommendations for Non-Collegiate Courses. American Council on Education, One Dupont Circle, N.W., Washington, D.C. 20036, 1979 ed.

Servicemen's Opportunity Colleges Directory. Servicemen's Opportunity Colleges, One Dupont Circle, Suite 700, Washington , D.C., 1979.

Sosdian, Carol P. and Sharp, Laure M., *Guide to Undergraduate External Degree Programs in the United States.* National Institute of Education, Washington, D.C., March, 1978.

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*Administered only in New York State.

CORRESPONDENCE DIRECTORY

Information About:	Contact:
Regents External Degree Programs: Associate in Arts Associate in Science Associate in Applied Science (nursing) Associate in Science (nursing) Bachelor of Arts Bachelor of Science Bachelor of Science (nursing) Bachelor of Science (business) Regents Credit Bank	Regents External Degree Program The University of the State of New York Cultural Education Center – Room 5D45 Albany, NY 12230 (518) 474-3703 (518) 473-8957 (Nursing degrees)
Candidate Counseling-Regents External Degree and College Proficiency Examinations	Office of Independent Study Programs Development The University of the State of New York Cultural Education Center – Room 5D45 Albany, NY 12230 (518) 474-3703 (518) 473-8957 (Nursing degrees)
Study Guides and Examination Content Outlines	Those taking CPE's and REDE's in N.Y.: Study Guides College Proficiency and Regents External Degree Examinations Cultural Education Center-Room 5D45 Albany, NY 12230 Those taking CPE's and REDE's outside N.Y.: ACT PEP P.O. Box 168 Iowa City, Iowa 52243
Status Reports and Transcripts – Regents External Degrees and Regents Credit Bank	Registrar, Regents External Degrees The University of the State of New York Cultural Education Center – Room 5D28 Albany, NY 12230
Transcripts – College Proficiency and Regents External Degree Examinations	Office of Postsecondary Assessment & Testing Cultural Education Center – Room 5C17 Albany, NY 12230
Transcripts for Defense Activity for Non-Traditional Education Support (DANTES) United States Armed Forces Institute (USAFI) examinations and courses	DANTES Contractor Representative (Transcripts) Educational Testing Service P.O. Box 2819 Princeton, New Jersey 08541
Examinations (New York State Residents): College Proficiency Examinations and Regents External Degree Examinations Special Assessment Undergraduate Assessment Program (UAP) Field Tests	College Proficiency and Regents External Degree Examination Program Cultural Education Center – Room 5D45 Albany, NY 12230
College Proficiency Examinations and Regents External Degree Examinations (Residents outside New York and overseas)	ACT PEP P.O. Box 168 Iowa City, Iowa 52243
College-Level Examination Program (CLEP)	College-Level Examination Program P.O. Box 1824 Princeton, New Jersey 08540
Graduate Record Examinations (GRE)	Graduate Record Examination Program P.O. Box 955 Princeton, New Jersey 08540
Advanced Placement (AP) Examinations	College Board Publication Orders Advanced Placement Examinations P.O. Box 2815 Princeton, New Jersey 08540
Evaluation of Noncollegiate Educational Programs by N.Y. State's Office on Noncollegiate Sponsored Instruction	Office of Noncollegiate Sponsored Instruction New York State Education Department Cultural Education Center – Room 5C85 Albany, NY 12230
Teacher Certification Requirements (New York State)	Teacher Certification Section New York State Education Department Cultural Education Center – Room 5A11 Albany, NY 12230

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The College Proficiency Examination Program is a unit of the State Education Department's Office of Higher and Professional Education, under the supervision of:

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Faculty committees for the Regents External Degrees are listed on the following pages. Each committee has its members indicated in alphabetical order with their institutional affiliation and addresses. The listing is current as of early 1980. Other committees on which these people serve are also listed following their names, addresses and telephone numbers.

Individuals interested in learning more about College Proficiency Examinations, Regents External Degrees, or other postsecondary educational opportunities may contact one of the Program's volunteer advisors who are located throughout New York State. Those enrolling in a Regents External Degree program are assigned academic advisors and a transcript evaluator from the staff who will assist them in completing their programs. Enrolled students may also contact Regents External Degree faculty about academic questions related to particular fields of specialization.

For more information on candidate counseling see pages 62-66 of this catalog.

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William Rockwood, Russell Sage College

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Jerrold Ross, New York University

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Sally Ronsheim, C.W. Post Center, Long Island University
Blanche Skurnick, City College of New York of The City University of New York
Edmund J. Thomas, Niagara County Community College, State University of New York

Criminal Justice (Criminal Investigation, Introduction to Criminal Justice)

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Peter J. Grimes, Nassau Community College, State University of New York
George A. Lankes, Erie Community College, State University of New York
Lawrence M. Lynch, Onondaga Community College, State University of New York
Edward Morgan, State University of New York College at Buffalo
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Earth Science

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Educational Psychology

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Gordon Fifer, Hunter College of The City University of New York
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John H. Rosenbach, State University of New York at Albany

Freshman English

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Jeanne H. Geehr, Vassar College
William Green, Queens College of The City University of New York
Jonathan H. Kistler, Colgate University
Hal Smith, The College of Insurance

Fundamentals of Nursing

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Louise D. Hall, Mohawk Valley Community College, State University of New York

Barbara Heller, Villanova University
Mildred Pitts Brennan, Kingsborough Community College of The City University of New York

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Lois Roach, Broome Community College, State University of New York

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Virginia K. Dinsmore, State University of New York College at Plattsburgh
Mary Ruth Finn, Niagara University
Norma O'Hara, State University of New York at Buffalo
Rosalind Wang, Russell Sage College
Lucy D. Warren, Columbia University

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Kathryn Gardner, University of Rochester
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Joan Sayre, Hunter College of The City University of New York

Reading (Corrective and Remedial Instruction in Reading, Diagnosis and Remediation of Reading Problems, Reading Instruction in the Elementary School)

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Louis T. Call, Russell Sage College
Robert Canfield, State University of New York College at Oswego
Anne Franzen, Nazareth College of Rochester
Nancy J. Nichols, State University of New York College at Buffalo
Sidney J. Rauch, Hofstra University
William D. Sheldon, Syracuse University

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Kazuye Takei, Bronx Community College of The City University of New York

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William Green, Queens College of The City University of New York
Jonathan H. Kistler, Colgate University
Hal Smith, The College of Insurance

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Susan Hamlen, State University of New York at Buffalo
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Frank W. Kolmin, State University of New York at Albany
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Philip Wolitzer, Brooklyn Center, Long Island University

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Alice Rines, Teachers College, Columbia University
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Rose Tantalo, Monroe Community College, State University of New York
Mary Zimmerman, Queensborough Community College of The City University of New York

Commonalities in Nursing Care: Area I

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Leona Bishop, Hudson Valley Community College, State University of New York
Luella Fox, Jamestown Community College, State University of New York
Patricia Irons, Queensborough Community College of The City University of New York
Sharon Pennington, Junior College of Albany, Russell Sage College

Commonalities in Nursing Care: Area II

Nancy Caputo, Mohawk Valley Community College, State University of New York
Virginia Christiansen, Syracuse University

Florence Ewanau, Broome Community College, State University of New York
Billie-Jane Schwartz, Pace University
Sharon Carpinello, Maria College

Differences in Nursing Care: Area I

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Betty Bishop, Mohawk Valley Community College, State University of New York
Nancy Fairbanks Bond, State University of New York Agricultural and Technical College [illegible] Morrisville
Rose Marie Mc[illegible]ahon, Queensborough Community College of The City University of New York
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Carol Ruth Lofstedt, Bronx Community College of The City University of New York
Carol Ann Mitchell, Queensborough Community College of The City University of New York
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Eileen Specht, Dutchess Community College, State University of New York

Differences in Nursing Care: Area III

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Jacob Novatnak, Rockland Community College, State University of New York
Dicey O'Malley, Maria College
Phyllis K. Pelikan, Nassau Community College, State University of New York
Katherine Southwick, Dutchess Community College, State University of New York

Finance

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Francis A. Lees, St. John's University
John Meehan, State University of New York at Albany
Giles Mellon, Rutgers University

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Marjorie Keenan, Russell Sage College
Dolores Saxton, Nassau Community College, State University of New York

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Paula Scharf, Pace University, Pleasantville
Margaret Tyson, State University of New York at Binghamton

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Irene Pagel, Adelphi University
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Alice Reilly, Pace University, Pleasantville
Judy Ronald, State University of New York at Buffalo
Gladys Scipien, Boston University

Health Support: Area I (nursing)

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Sibyl Norris, Syracuse University
Mary Tomaselli, Teachers College, Columbia University
Marion Weber, Monroe County Health Department

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Mary Ramshorn, Hunter College of The City University of New York
Jean Millett Smith, State University of New York at Binghamton
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Brian Ratchford, State University of New York at Buffalo
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Nursing Health Care

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Mildred Hoff, Dutchess Community College, State University of New York
Florence Irwin, Ulster County Community College, State University of New York
Breda Nolan, Nassau Community College, State University of New York
Arlene Sherman, Brookdale Community College
Beverly Warner, Mohawk Valley Community College, State University of New York

Occupational Strategy (nursing)

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Kathleen Mack, Genesee Community College, State University of New York
Joan Noble, Adirondack Community College, State University of New York
Barbara Heller, Villanova University

Operations Management

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Natalie Calabro, St. John's University
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Virginia Barker, University of Louisville
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Jeanne Dorie, New York Hospital
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Virginia O'Halloran, Dominican College
Judith Sullivan, University of Rochester

Professional Strategies (nursing)

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Jane Garvey, State University of New York at Buffalo
Anne Kibrick, Boston State College
Elaine Wittman, Adelphi University

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UNIVERSITY CALENDAR

This calendar is representative of the University's yearly activities. While dates may change in subsequent years, activities will remain essentially the same. Specific administration and application filing deadlines for College Proficiency and Regents External Degree Examinations after December 1980 can be found in the Catalog Addenda which are available from the Program Office.

JANUARY 1980

2nd week
Nursing Faculty committee for A.A.S. (nursing), A.S. (nursing) and B.S. (nursing) degrees meet to approve candidates for January graduation

15 Deadline for submitting transcripts for B.A. and B.S. February Faculty degree consideration for March graduation

25 A.A., A.S., A.A.S. (nursing), A.S. (nursing) and B.S. (nursing) degree conferral

31 Deadline for submitting transcripts for B.S. (business) February Faculty consideration for March graduation

31 Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Subcommittee

Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee

FEBRUARY 1980

4 Application filing deadline for March Special Administration of CPE's in Typewriting and Diagnosis and Remediation of Reading Problems

7-8 Administration of College Proficiency and Regents External Degree Examinations

2nd week
Faculty committee for B.A. and B.S. degrees meet to approve candidates for March graduation

2nd week
B.S. (nursing) degree Transcript Subcommittee meets*
A.A.S. (nursing) and A.S. (nursing) degrees Transcript Subcommittee meets*

4th week
Faculty committee for B.S. (business) degree meets to approve candidates for March graduation

28 Deadline for submitting transcripts with course descriptions for B.S. (business) degree Transcript Subcommittee review

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*Transcript Subcommittees review candidates' official college transcripts, course descriptions, and content outlines to determine whether or not courses may be used to waive certain nursing and business examinations.

MARCH 1980

7 Special CPE administration (Introductory and Intermediate Typewriting, and Diagnosis and Remediation of Reading Problems)

2nd week
B.S. (business) degree Transcript Subcommittee meets*

21 B.A., B.S., and B.S. (business) degree conferral

24 Deadline for submitting applications for May administration of College Proficiency and Regents External Degree Examinations

31 Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Subcommittee
Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee

APRIL 1980

2nd week
B.S. (nursing) degree Transcript Subcommittee meets*
A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee meets*

MAY 1980

1-2 Administration of College Proficiency and Regents External Degree Examinations

5 Application filing deadline for June Special Administration of CPE's in Typewriting, and Diagnosis and Remediation of Reading Problems

30 Deadline for submitting transcripts with course descriptions for B.S. (business) degree Transcript Subcommittee review

31 Deadline for submitting transcripts for A.A.S. (nursing) and A.S. (nursing) June Faculty degree consideration for June graduation
Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Subcommittee
Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degrees

JUNE 1980

6 Special CPE Administration (Introductory and Intermediate Typewriting, and Diagnosis and Remediation of Reading Problems)

2nd week
B.S. (business) degree Transcript Subcommittee meets*

2nd week
Nursing Faculty committee for A.A.S. (nursing), A.S. (nursing) and B.S. (nursing) degrees meet to approve candidates for June graduation

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*Transcript Subcommittees review candidates' official college transcripts, course descriptions, and content outlines to determine whether or not courses may be used to waive certain nursing and business examinations.

2nd week
B.S. (nursing) degree Transcript Subcommittee meets*
A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee meets*

13 Deadline for submitting transcripts for A.A. and A.S. July faculty degree consideration for September graduation

16 Application filing deadline for July administration of College Proficiency and Regents External Degree Examinations

20 A.S. (nursing), A.A.S. (nursing) and B.S. (nursing) degree conferral

30 Deadline for submitting transcripts for B.A. and B.S. July Faculty degree consideration for September graduation

JULY 1980

2nd week
Faculty committee for A.A. and A.S. degrees meet to approve candidates for September graduation

4th week
Faculty committee for B.A. and B.S. degrees meet to approve candidates for September graduation

24-25 Administration of College Proficiency and Regents External Degree Examinations

31 Deadline for submitting transcripts for A.A.S. (nursing), A.S. (nursing) and B.S. (nursing) and B.S. (business) September Faculty degree consideration
Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Evaluation Subcommittee
Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degree Transcript Evaluation Subcommittee

AUGUST 1980

2nd week
B.S. (nursing) degree Transcript Evaluation Subcommittee meets*
A.A.S. (nursing) and A.S. (nursing) degree Evaluation Subcommittee meets*

3rd week
Faculty committee for A.A.S. (nursing), A.S. (nursing) and B.S. (nursing) degrees meet to approve candidates for September graduation

29 Deadline for submitting transcripts with course descriptions for B.S. (business) degree Transcript Subcommittee review

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*Transcript Subcommittees review candidates' official college transcripts, course descriptions, and content outlines to determine whether or not courses may be used to waive certain nursing and business examinations.

SEPTEMBER 1980

1 Application filing deadline for October Special Administration of College Proficiency Examinations in Typewriting and Diagnosis and Remediation of Reading Problems

1st week
Faculty committee for B.S. (business) degree meets to approve candidates for September graduation

2nd week
B.S. (business) degree Transcript Subcommittee meets*

24 Commencement

29 Application filing deadline for November administration of College Proficiency and Regents External Degree Examinations

30 Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Evaluation Subcommittee
Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degree Transcript Evaluation Subcommittee

OCTOBER 1980

3 Special CPE administration (Introductory and Intermediate Typewriting, and Diagnosis and Remediation of Reading Problems)

2nd week
B.S. (nursing) Transcript Evaluation Subcommittee meets*
A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee meets*

NOVEMBER 1980

6-7 Administration of College Proficiency and Regents External Degree Examinations

14 Deadline for submitting transcripts for A.A. and A.S. December faculty degree consideration for January graduation

28 Deadline for submitting transcripts with course descriptions for business degree Transcript Subcommittee review
Deadline for submitting transcripts with course descriptions for B.S. (nursing) degree Transcript Subcommittee
Deadline for submitting transcripts with course descriptions for A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee

DECEMBER 1980

2nd week
Faculty committee for A.A. and A.S. degrees meet to approve candidates for January graduation

---

*Transcript Subcommittees review candidates' official college transcripts, course descriptions, and content outlines to determine whether or not courses may be used to waive certain nursing and business examinations.

2nd week

B.S. (business) degree Transcript Subcommittee meets*

2nd week

B.S. (nursing) degree Transcript Subcommittee meets*

A.A.S. (nursing) and A.S. (nursing) degree Transcript Subcommittee meets*

29 Tentative application filing deadline for February administration of College Proficiency and Regents External Degree Examinations

31 Deadline for submitting transcripts for A.A.S. (nursing), A.S. (nursing), and B.S. (nursing), January Faculty degree consideration for January graduation

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*Transcript subcommittees review candidates' official college transcripts, course descriptions, and content outlines to determine whether or not courses may be used to waive certain nursing and business examinations.

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ORDER FORM FOR COLLEGE PROFICIENCY EXAMINATION AND REGENTS EXTERNAL DEGREE EXAMINATION CONTENT OUTLINES AND STUDY GUIDES

If you plan to take CPE or RED examinations in New York, please check the title of all examinations for which you wish to have a free examination content outline-study guide. Then mail this form to:

Study Guides
College Proficiency and Regents External
Degree Examinations
Cultural Education Center, Room 5D45
Albany, New York 12230

Those planning to take CPE and RED examinations administered outside New York State should refer to the list on pages 218-220 in Part III of this catalog and write to the American College Testing Program (ACT PEP) at the address given on page 22 for both the Study Guides and the "How to Study Independently" booklet.

There are several reasons why individuals should obtain content outline-study guides. First, they may help a person to decide whether or not to take a particular test. Second, it may help a college or university which a person is attending in deciding whether or not to give credit for passing such examinations. Third, it is important to have the study guide in preparing to take the test. When preparing to take a proficiency examination, a person should always write or call for the latest version of the study guide(s) for the test to be taken.

STUDY GUIDES FOR CPE's

______ Adult Nursing
______ Afro-American History
______ American History
______ Anatomy and Physiology
______ Applied Music
______ College Composition
______ Corrective and Remedial Instruction in Reading (graduate)
______ Criminal Investigation
______ Diagnosis and Remediation of Reading Problems (graduate)
______ Earth Science
______ Educational Psychology
______ European History
______ Freshman English
______ Fundamentals of Nursing
______ History of American Education
______ Intermediate Typewriting
______ Introduction to Criminal Justice
______ Introductory Typewriting
______ Maternal and Child Nursing (Associate Level)
______ Maternal and Child Nursing (Baccalaureate Level)
______ Psychiatric-Mental Health Nursing
______ Reading Instruction in the Elementary School

STUDY GUIDES FOR RED BUSINESS EXAMINATIONS

______ Accounting (Level I)
______ Accounting (Level II)
______ Accounting (Level III)—all three areas
______ Business Environment and Strategy
______ Finance (Level I)
______ Finance (Level II)
______ Finance (Level III)
______ Management of Human Resources (Level I)
______ Management of Human Resources (Level II)
______ Management of Human Resources (Level III)
______ Marketing (Level I)

_____ Marketing (Level II)
_____ Marketing (Level III)
_____ Operations Management (Level I)
_____ Operations Management (Level II)
_____ Operations Management (Level III)

STUDY GUIDES FOR REGENTS EXTERNAL DEGREE EXAMINATIONS IN NURSING

_____ Clinical Performance in Nursing
_____ Commonalities in Nursing Care: Area I
_____ Commonalities in Nursing Care: Area II
_____ Differences in Nursing Care: Area I
_____ Differences in Nursing Care: Area II
_____ Differences in Nursing Care: Area III
_____ Health Assessment & Teaching Performance
_____ Health Restoration: Area I
_____ Health Restoration: Area II
_____ Health Support: Area I
_____ Health Support: Area II
_____ Nursing Health Care
_____ Occupational Strategy
_____ Professional Performance
_____ Professional Strategies

_____ "How to Study Independently" booklet

Name _______________________________
____

Address _______________________________
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